Grant Entity Data (GED) Interactive Manual

Who am I?

Select from the below

Global Fund External Stakeholders

Principal Recipient (PR)

Local Fund Agent (LFA)

Country Coordinating Mechanism (CCM)

Third Party

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below

Select Another
External Stakeholder

Organization information Change Requests

Create New Organization

Update Organization Information

Contact Information Change Requests

Create Contacts

Update Contacts

Deactivate Contacts

Banking information Change Requests

Create banking information

Deactivate banking information

Update banking information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create New Organization

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1
PR emails Organization Information Form** & supporting documents[1] to Country Team.

Step 2
Global Fund creates new organization in Partner Portal.

Step 3
Designated PR contact with Access Rights receives login details to the Global Fund Partner Portal via email.

Click here to get started

The Global Fund Partner Portal

Step 4
PR Focal Point contact with Access Rights is able to submit change requests.

3

Via e-mail

In the system

[1] See Operational Policy Manual (OPM) Annex 3 on required supporting documents
** Organization Information Form (EN | ES | FR). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Update Organization Information

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to *update organization information*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

4

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

User16195279391381625879

Home

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Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2a

Principal Recipient (PR)
Update Organization Information

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)

App Launcher

Search apps...

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

User16195279391381625879

SEARCH

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 10-May-2021 16:35·Viewing as Marie Johnson

Refresh

Change Requests that require my action

We can't draw th...

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

Grant Wambo Access to a GED Contact

Update PR/LI Contact

View Report (Change Requests - In Progress)

On the main page, click **Organization Information**

Search...   **SEARCH**   🔔   👤 **MARIE JO...** ▼

⋮⋮⋮ **HOME**   **ORGANIZATION INFORMATION**

🏢 Organization Information
My Organizations ▼ 📌   Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

🔍 Search this list...   ⚙▼ ▦▼ ↻ ◔ ▽

	Organization Name ↑	∨	Organization Short Name	∨	Country	∨	Parent Account	∨	
1	National Malaria Program		NMPN		Nigeria				▼

Select the organization that you
want to update by clicking on it

SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
NMPN	NGA - M	Completed	0	2	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Click **Update Organization**

Step 2f

Principal Recipient (PR)
Update Organization Information

Update Organization

Organization Detail

* Organization Name ⓘ

National Malaria Program - New Name

1. Change the information that needs to be updated

* Organization Grant Abbreviation

NGA - M

* Organization Short Name ⓘ

NMPN

* Communication Language

English ▼

Select the preferred communication language with the Global Fund.

Primary Address Information

* Address Type

Office Address

* Address Line 1

Main Boulevard 35

Address Line 2

2. Once all the changes are done, click **Next**

Next

Organization Information
National Malaria Program

Organization Short Name   Organization Grant Abbreviation
NMPN   NGA - M

Create Contact   Update Contact

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

∨ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Address Type
Office Address

(PR Only)

Zip/Postal Code ⓘ
16000

MARIE JO...

Search...

SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

ests for Contacts

#Open Change Requests for Banking
0

Update Organization

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

(PR Only)

Reference Template

⬆ Upload Files   Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Previous   **Next**

on

Organization Sub-Type
Ministry of Health

ation Grant Abbreviation

Communication Language ⓘ
English

Attach the supporting documents and click **Next**

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Step 2h

Principal Recipient (PR)
Update Organization Information

Search...   SEARCH   🔔   👤 MARIE JO... ▼

▦   HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact | ▼

Organization Short Name   Organization Grant Abbreviation   Integration Status   #Open Change Requests for Organization   #Open Change Requests for Contacts   #Open Change Requests for Banking
NMPN   NGA - M   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

✕

Update Organization

Your request was succesfully submitted. Click here to open it.

Finish

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

(PR Only)

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Address Information

Address Type   Zip/Postal Code ⓘ
Office Address   16000

> The request is submitted.
> You can see more details by
> clicking on the blue link

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

**Change Request
00022057**

1

Request Record Type
Update PR/LI Organization Information

2

Request status
Pending Global Fund Review

Integration Status

+ Follow

3

✓   Pending Global Fund Review   Closed

📋 Case History (2)   **4**

Date	Field	User	Original Value
10/05/2021 16:52	Created.	Marie Johnson	
10/05/2021 16:52	Organization Name	Marie Johnson	National Malaria Progra...

4

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

DETAILS   FILES

˅ Organization Information

Organization Name ⓘ
National Malaria Program - New Name

Organization Short Name ⓘ

Re-submit case

Click here to go back to the overview page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create Banking Information

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1 PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2 PR contact with Access Rights submits change request to *create, update or deactivate banking information*, including supporting documents[1].

Click to see detailed steps in the system

Step 3 PR contact with Access Rights confirms additional information.

Updated GED reflected in Global Fund Partner Portal

✓

Step 4 The Global Fund Secretariat reviews and validates the changes.

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

User16195279391381625879 ▾

Home

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Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Welcome!
Use App Launcher to choose what portal you want to open

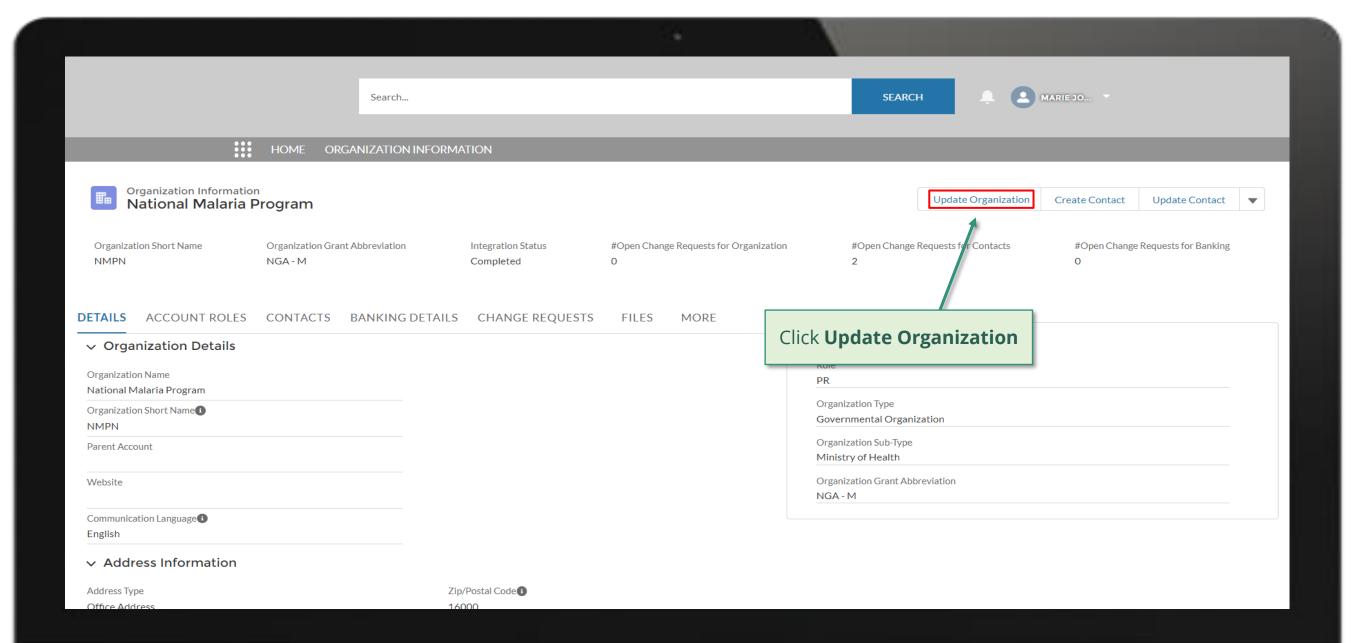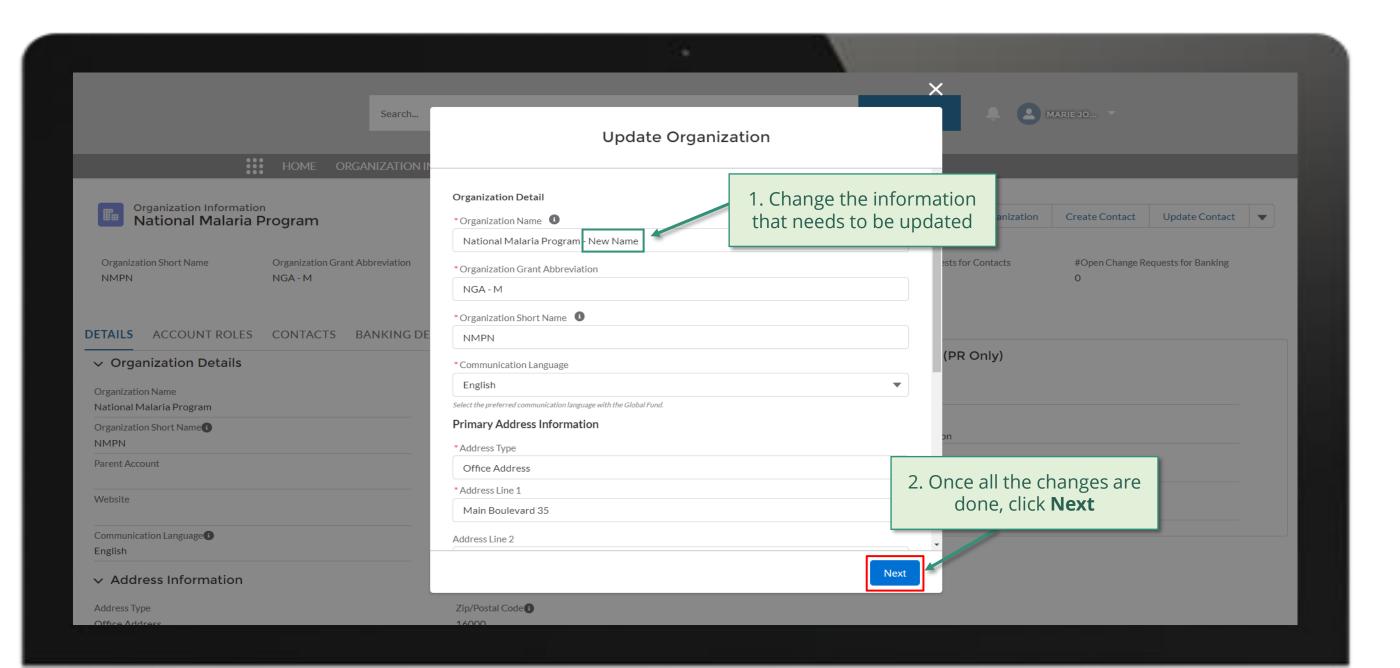Click on the icon at the top left of the page (App Launcher)

Home

User16195279391381625879

App Launcher

Search apps...

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

User16195279391381625879

Search...

SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 10-May-2021 16:35·Viewing as Marie Johnson

Refresh

Change Requests that require my action

We can't draw t

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

0   0.2   0.4   0.6   0.8   1

Grant Wambo Access to a GED Contact   1

Update PR/LI Contact   1

View Report (Change Requests - In Progress)

On the main page, click
Organization Information

Search...   **SEARCH**

🔔   👤 MARIE JO... ▼

⠿   HOME   ORGANIZATION INFORMATION

🏢 Organization Information
My Organizations ▼   📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

🔍 Search this list...   ⚙▼   ▦▼   C   ◔   ▼

	Organization Name ↑	▼	Organization Short Name	▼	Country	▼	Parent Account	▼	
1	National Malaria Program		NMPN		Nigeria				▼

Select the organization you want to update by clicking on it

Search... SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact | ▼

Deactivate Contact
Create Banking Details
Update Banking Details
Deactivate Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Cha
NMPN	NGA - M	Completed	1	4	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

⌄ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Address Type

Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Back to the overview of the steps for this request

Create Banking Details

1. Fill in all the information fields.

Section - Primary Bank Information

Note!
Fields with (*) are mandatory

* Account Number

Complete this field.

* Account Name

* Legal Owner of Bank Account

IBAN (European & ISO certified countries)

IBAN (Other Countries)

Either BIC(SWIFT) or ABA is mandatory!

BIC (SWIFT)

Click on the arrow to scroll down and see the remaining fields

Next

Organization Information
National Malaria Program

Organization Short N...
NMPN

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Update Organization   Create Contact   Update Contact

ests for Contacts   #Open Change Requests for Banking
0   0

(PR Only)

MARIE JO...

English Fran�ais Espanol

Search...

MARIE JO...

HOME   ORGANIZATION I...

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Update Organization   Create Contact   Update Contact

ests for Contacts   #Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Create Banking Details

Either BIC(SWIFT) or ABA is mandatory!

BIC (SWIFT) ⓘ

ABA ⓘ

Note!
It is mandatory to add either the BIC (SWIFT) or ABA Code

* Currency

Please select...

Section - Intermediary Bank Information

Account Number

IBAN

BIC (SWIFT)

Once you have added all the information, click **Next**

Next

(PR Only)

Step 2h

Principal Recipient (PR)
Create banking information

English Fran�ais Espanol

Search...   SEARCH

🔔 👤 MARIE JO... ▾

⋮⋮⋮ HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact | ▾

Organization Short Name   Organization Grant Abbreviation   ...ests for Contacts   #Open Change Requests for Banking
NMPN   NGA - M   0

✕

Create Banking Details

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...

Please attach Bank Letter using TGF Template (stamped and signed)

⬆ Upload Files   Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous   **Next**

⌄ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

(PR Only)

...overnmental Organization

...tion Sub-Type
...y of Health

...tion Grant Abbreviation
...

Attach the supporting documents and click **Next**

English Fran�ais Espanol

Search... **SEARCH**

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Update Organization | Create Contact | Update Contact

ests for Contacts | #Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS BANKING DE

∨ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Create Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

Please select...

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Please select...

Previous | **Next**

Answer the security questions (if applicable) and click **Next**

Organization Grant Abbreviation
NGA - M

Step 2j

Principal Recipient (PR)
Create banking information

Search...

SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name   Organization Grant Abbreviation   ests for Contacts   #Open Change Requests for Banking
NMPN   NGA - M   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

✕

Create Banking Details

> Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

> Address Information

* Please enter the verification code that was sent you by email

Complete this field.

Previous   **Next**

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**

English Fran�ais Espanol

Search...   SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

ests for Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Create Banking Details

Your request was successfully submitted. Click here to open it.

The request is submitted. You can see more details by clicking on the blue link.

Finish

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

(PR Only)

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

English Fran�ais Espanol

Search... **SEARCH**

🔔 👤 **MARIE JO...** ▾

⠿ HOME ORGANIZATION INFORMATION

📁 **Change Request**
00022185

①

➕ Follow

Request Record Type
Create PR Banking Details

②

Request status
Pending Global Fund Review

Integration Status

③

✓ | Pending Global Fund Review | Closed

📁 Case History (1) **④**

Date	Field	User	Original Value
17/05/2021 14:40	Created.	Marie Johnson	

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

DETAILS FILES

∨ Security Questions

Previous Bank Name

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Re-submit case

↰ Back to the overview of the steps for this request

Click here to go back to the overview page

Step 2m

Principal Recipient (PR)
Create banking information

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Update Banking Information

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to *update banking information*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
PR contact with Access Rights confirms additional information[2].

Updated GED reflected in Global Fund Partner Portal

Step 4
The Global Fund Secretariat reviews and validates the changes.

29

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

English Français Español

User16195279391381625879

Home

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Ok

2. Should you agree, click **OK** to proceed

Principal Recipient (PR)
Update banking information

Home

User16195279391381625879

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher).

App Launcher

Search apps...

User16195279391381625879

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...   SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 10-May-2021 16:35·Viewing as Marie Johnson

Refresh

Change Requests that require my action

We can't draw th

View Report (Change Requests that require my action)

On the main page, click on the **Organization Information** tab

Change Requests - In Progress

Record Count

| Case Record Type | 0 | 0.2 | 0.4 | 0.6 | 0.8 | 1 |

Grant Wambo Access to a GED Contact   1

Update PR/LI Contact   1

View Report (Change Requests - In Progress)

Search...

SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▾

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑	Organization Short Name	Country	Parent Account
1	National Malaria Program	NMPN	Nigeria	

Select the organization that you want to update by clicking on it

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Cha
NMPN	NGA - M	Completed	1	4	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

⌄ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Address Type

Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Principal Recipient (PR)
Update banking information

English Français Español

Search... | SEARCH

MARIE JO...

::: HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Create Contact | Update Contact

Organization Short Name
NMPN

Organization Grant /
NGA - M

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS

⌄ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Update Banking Details

Bank Account Name ⌄	Bank Account Numb... ⌄	Bank Account Curre... ⌄
○ National Malaria Program	0084xxxxxxxxx	

Select the Bank account you want to update and click **Next**

Next

English Français Español

Search...

MARIE JO...

HOME   ORGANIZATION I

Organization Information
National Malaria Program

Organization Short
NMPN

Note!
Fields with (*) are mandatory

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

ts for Contacts

#Open Change Requests for Banking
0

pdate Organization   Create Contact   Update Contact

PR Only)

Update Banking Details

Section - Primary Bank Information

* Account Name

National Malaria Program - New Name

BIC (SWIFT)

xxxxxxxx

ABA

* Legal Owner of Bank Account

National Malaria Program - New Name

Section - Intermediary Bank Information (Optional)

Account Number

IBAN

BIC (SWIFT)

Once you have updated all the necessary information, click **Next**

Previous   Next

English Français Español

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name   Organization Grant Abbre...   Facts   #Open Change Requests for Banking
NMPN   NGA - M   0

DETAILS   ACCOUNT ROLES   CONTACTS   BAN

Update Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

⬆ Upload Files   Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Next

Organization   Create Contact   Update Contact ▾

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Attach the supporting documents and click **Next**

English Français Español

Search... **SEARCH**

🔔 👤 MARIE JO... ⌄

⊞ HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abb
NGA - M

Organization | Create Contact | Update Contact | ⌄

Contacts

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS BA...

∨ Organization Details

only)

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Update Banking Details

What is the name of your previous bank? If applicable

[   ]

In which country was your previous bank located? If applicable

Please select...   ⌄

What was the last disbursement amount to the PR Organization? If applicable

[   ]

What was the currency of the last disbursement amount to the PR Organization? If applicable

Please select...   ⌄

Answer the security questions (if applicable) and click **Next**

Next

English Français Español

Search...   SEARCH   MARIE JO...

⠿ HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program   ✕ Update Organization | Create Contact | Update Contact | ▼

Organization Short Name   Organization Grant Abbreviation   sts for Contacts   #Open Change Requests for Banking
NMPN   **NGA - M**   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Create Banking Details

∨ **Organization Details**

Organization Name   * Please enter the verification code that was sent you by email
National Malaria Program

Organization Short Name ⓘ   [   ] ⟵
NMPN   Complete this field.

Parent Account   on

Website   Previous   **Next**

Communication Language ⓘ   Organization Sub-Type
English   **Ministry of Health**

∨ **Address Information**   Organization Grant Abbreviation
                                                             NGA - M

A security code of 6 digits will be sent to your email address.
Copy and paste the code on the appropriate field and click **Next**

Step 2k

Principal Recipient (PR)
Update banking information

English Français Español

Search...   SEARCH

🔔 👤 MARIE JO... ▾

⋮⋮⋮ HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact | ▾

Organization Short Name   Organization Grant Abbreviation   ...ests for Contacts   #Open Change Requests for Banking
NMPN   NGA - M   0

Create Banking Details

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

⌄ Organization Details

Your request was successfully submitted. Click here to open it.

(PR Only)

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

                    Finish

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

The request is submitted.
You can see more details by
clicking on the blue link.

Click here to go back to the overview page

Change Request
00022208

Request Record Type
Update PR Banking Details

Request status
Pending Global Fund Review

Integration Status

+ Follow

Pending Global Fund Review

Closed

Case History (3)

Date	Field	User	Original Value
18/05/2021 08:50	Created.	Marie Johnson	
18/05/2021 08:50	Bank Account Name	Marie Johnson	National Malaria Prog
18/05/2021 08:50	Legal Owner of Bank Account	Marie Johnson	National Malaria Prog

DETAILS   FILES

∨ Security Questions

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

SEARCH

PATRICK D...

HOME   ORGANIZATION INFORMATION

Search...

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Deactivate Banking Information

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to *deactivate banking information*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
PR contact with Access Rights confirms additional information[2].

Updated GED reflected in Global Fund Partner Portal

Step 4
The Global Fund Secretariat reviews and validates the changes.

43

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

English Français Español

User16195279391381625879 ▾

::: Home

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Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2a

Principal Recipient (PR)
Deactivate banking information

Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher).

Step 2b

App Launcher

Search apps...

User16195279391381625879

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▾ 📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑	Organization Short Name	Country	Parent Account	
1	National Malaria Program	NMPN	Nigeria		▾

Select the organization that you want to update by clicking on it.

Step 2d

Principal Recipient (PR)
Deactivate banking information

Search...   SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact   ▼

Deactivate Contact

Create Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization		#Open Change Requests for Contacts	#Open Cha...
NMPN	NGA - M	Completed	1		4	0

Update Banking Details

Deactivate Banking Details

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Zip/Postal Code ⓘ

Principal Recipient (PR)
Deactivate banking information

English Français Español

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name   Organization Grant /   #Open Change Requests for Banking
NMPN   NGA - M   0

Create Contact   Update Contact

DETAILS   ACCOUNT ROLES   CONTACTS

Update Banking Details

Bank Account Name ⌄	Bank Account Numb... ⌄	Bank Account Curre... ⌄
⦿ National Malaria Program	0084xxxxxxxx	

Select the Bank account you want to deactivate and click **Next**

Next

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Step 2f

Principal Recipient (PR)
Deactivate banking information

English Français Español

Search...   SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name   Organization Grant Abbre...   ...ganization   Create Contact   Update Contact
NMPN   NGA - M   ...acts   #Open Change Requests for Banking
                                                                                                 0

DETAILS   ACCOUNT ROLES   CONTACTS   BAN...

Update Banking Details

Please attach Bank Letter using TGF Template (stamped and signed)

⬆ Upload Files   Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Next

Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Address Information

Attach the supporting documents and click **Next**

Step 2g

Principal Recipient (PR)
Deactivate banking information

English Français Español

Search...   SEARCH

⊞   HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name   Organization Grant Abbrevia...   Organization   Create Contact   Update Contact   ▼
NMPN   **NGA - M**

Organization Short Name   Organization Grant Abbrevia...   #Open Change Requests for Banking
NMPN   **NGA - M**   ntacts   **0**

DETAILS   ACCOUNT ROLES   CONTACTS   BANK...   nly)

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Deactivate Banking Details

What is the name of your previous bank? If applicable

[   ]

In which country was your previous bank located? If applicable

[Please select...   ▼]

What was the last disbursement amount to the PR Organization? If applicable

[   ]

What was the currency of the last disbursement amount to the PR Organization? If applicable

[Please select...   ▼]

Answer the security questions (if applicable) and click **Next**

[**Next**]

Step 2h

Principal Recipient (PR)
Deactivate banking information

English Français Español

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Organization Short Name   Organization Grant Abb...
NMPN   NGA - M

DETAILS   ACCOUNT ROLES   CONTACTS   BA...

∨ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Organization   Create Contact   Update Contact ▼

...ntacts   #Open Change Requests for Banking

Deactivate Banking Details

* Please enter the verification code that was sent you by email

xxxxxx

Next

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

A security code of 6 digits will be sent to your email address.
Copy and paste the code on the appropriate field and click **Next**

English Français Español

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

...organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abb...
NMPN   NGA - M

...ntacts   #Open Change Requests for Banking
                  0

DETAILS   ACCOUNT ROLES   CONTACTS   BA...

Deactivate Banking Details

Are you sure you want to deactivate the bank account Reconstruction and Development Programme (RDP) Fund? Please note that no further disbursements will be able to be made to this bank account after deactivation. Click on Next to continue to submit or close this window to cancel the request.

Next

∨ Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

∨ Address Information

Organization Sub-Type
...alth

...ant Abbreviation

Read the warning message carefully before confirming the Banking deactivation and click **Next**

Right side annotations.

Back to the overview link and step info.

Step 2j

Principal Recipient (PR)
Deactivate banking information

English Français Español

Search... **SEARCH**

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

...rganization | Create Contact | Update Contact

Organization Short Name
NMPN

Organization Grant Ab...
NGA - M

...tacts

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS B...

Deactivate Banking Details

Your request was successfully submitted.
Click here to open it.

Finish

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

ly)

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

The request is submitted.
You can see more details by
clicking on the blue link

Search...   **SEARCH**

🔔 👤 **PATRICK D...** ▼

⊞ HOME   ORGANIZATION INFORMATION

Change Request
00022582

1

+ Follow

Request Record Type
Deactivate PR Banking Details

2

Request status
Pending Global Fund Review

Integration Status

3

✓   Pending Global Fund Review   Closed

Case History (1)   **4**

Date	Field	User	Original Value
27/05/2021 15:10	Created.	Marie Johnson	

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

DETAILS   FILES

∨ **Security Questions**

Previous Bank Name

Back to the overview of the steps for this request

Click here to go back to the overview page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Create Contacts

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to *create a contact*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

56

Via e-mail
In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

User16195279391381625879

Home

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Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2a

Principal Recipient (PR)

Create Contacts

User16195279391381625879

Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)

App Launcher

Search apps...

User16195279391381625879

⌄ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...

SEARCH

MARIE JO...

HOME | ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 10-May-2021 16:35·Viewing as Marie Johnson

Refresh

Change Requests that require my action

We can't draw th

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

| | 0 | 0.2 | 0.4 | 0.6 | 0.8 | 1 |

Case Record Type

Grant Wambo Access to a GED Contact — 1

Update PR/LI Contact — 1

View Report (Change Requests - In Progress)

On the main page, click
Organization Information

Search... **SEARCH**

MARIE JO...

HOME   **ORGANIZATION INFORMATION**

Organization Information
My Organizations ▼ 📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

🔍 Search this list...   ⚙▼ ▦▼ ↻ ◔ ▼

	Organization Name ↑		Organization Short Name		Country		Parent Account	
1	National Malaria Program		NMPN		Nigeria			▼

Select the organization you want
to update by clicking on it

SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
NMPN	NGA - M	Completed	0	2	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Organization Details (PR

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Click **Create Contact**

Step 2f

Principal Recipient (PR)

Create Contacts

Search...   SEARCH

HOME   ORGANIZATION I...

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Create Contact

Enter the contact details and click **Next**

* Salutation

Mr

Note!
Fields with (*) are mandatory

* First Name

Robert

DETAILS   AC   NG DE

* Last Name

Brown

(PR Only)

∨ **Organization Details**

Organization Name
National Malaria Program

* Email Address

robert.brown@yopmail.com

Organization Short Name
NMPN

on

Parent Account

Mobile Phone Number

+2348022234273

Website

ation

Communication Language
English

Next

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code
16000

Create Contact

✓ Guidance

Access to Grant Deliverables - *** By clicking this box, you will allow this contact to view or edit Grant Deliverables for this organization and its contacts via the Global Fund Partner Portal.

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

*** Select the row in order to create a position for this contact.

Grant Name	∨	Official Job Title	∨	Signatory for Legally-Binding Documents
○ NGA-M-NGA - M				

Back   Next

Select the grant you wish to edit →

Search...   SEARCH   MARIE JO...

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation
NMPN

ts for Contacts   #Open Change Requests for Banking
0

1. List the official job title

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

2. Select the appropriate signatory, notice and access rights

∨ Organization

Organization Name
National Malaria Prog

Organization Short Name
NMPN

Parent Account

Website

Communication Languag
English

∨ Address Infor

Address Type
Office Address

3. If you selected Access to Grant Deliverables Portal, choose whether the new contact is an editor or submitter.

Note!
For more information on the Editor and Submitter roles, click here

*** Enter Details

Guidance

Grant Name : MWI-C-AA

* Official Job Title

| Country Representative |

☐ Signatory for Legally-Binding Documents
☑ Signatory for Disbursement Requests
☐ Organization Representative for Notices
☑ Access to GED Portal
☐ Access to Wambo Portal
☑ Access to Grant Deliverables Portal

Grant Deliverables Access Type

| Please select... ▼ |

| Submitter |
| Editor |

iew or edit
Portal.
t GED for this

ally-Binding
ment in case of
imen.
itle will be
r this

PR Only)

ment
ion

ling Documents

-M-NG,

Next

Update/Save   Cancel

4. Once you have selected all the necessary information, click Update/Save

Create Contact

⌄ Guidance

Access to Grant Deliverables - *** By clicking this box, you will allow this contact to view or edit Grant Deliverables for this organization and its contacts via the Global Fund Partner Portal.

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

*** Select the row in order to create a position for this contact.

Grant Name ⌄	Official Job Title ⌄	Signatory for Legally-Binding Documents
⊙ NGA-M-NGA - M	Country Representati...	

Back   **Next**

Click **Next**

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

sts for Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

⌄ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Address Type
Office Address

(PR Only)

MARIE JO...

SEARCH

Search...

SEARCH

MARIE JO...

HOME ORGAN...

...ization | Create Contact | Update Contact

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abb...
NGA - M

Create Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

1. If the contact requires access to the Partner Portal, it is mandatory to enter a mobile number

* Mobile Phone Number ⓘ

Complete this field.

DETAILS ACCOUNT ROLES CONTACTS BA...

⌄ **Organization Details**

Organization Name
National Malaria Program

Organization Short Nameⓘ
NMPN

Parent Account

Website

Communication Languageⓘ
English

⌄ **Address Information**

Address Type
Office Address

Zip/Postal Codeⓘ
16000

Previous | Next

2. Click Next

Search...

POONAM ...

HOME   ORGANIZATION I

Organization Information
United Nations Children's Fund

Organization Short Name   Organization Grant Abbreviation
UNICEF   **UNICEF**

Update Organization | Create Contact | Update Contact | ▼

ests for Contacts   #Open Change Requests for Banking
                           1

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DE

☐ Contact Salutation	▼	Contact Name
☐ Mr.		Andres Franco
☐ Ms.		Carla Haddad Mar
☐ Mr.		David Evans
☐ Ms.		Dominique Hyde
☐ Ms.		
☐ Mr.		
☐ Ms.		
☐ Mr.		

✕

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
   a. If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
   b. If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
   c. If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	▼	Last Name	▼	Email	▼	Acti...
● David		Evans		devans=unicef.org@exa...		▼

Clear selection

(PR Only)

ation

Previous   **Next**

For Global PRs only, potential duplicate contacts are identified by the system.
Use the Action icon to view the details of the contact and determine whether the contact being created is a duplicate of an existing one.

Click here to skip this step

English Français Español

Search...

POONAM ...

HOME   ORGANIZATION IN

Organization Information
United Nations Children's Fund

Update Organization   Create Contact   Update Contact

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

ests for Contacts   #Open Change Requests for Banking
1

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DE

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
   a. If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
   b. If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
   c. If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

Contact Salutation		Contact Name
Mr.		Andres Franco
Ms.		Carla Haddad Mar
Mr.		David Evans
Ms.		Dominique Hyde
Ms.		Mandeep O'B
Mr.		Myo-Zin Nyu
Ms.		Nalinee Nipp
Mr.		Olav Kjorven

First Name		Last Name		Email		Acti...
● David		Evans		devans=unicef.or		View

Clear selection

(PR Only)

ation

Previous   Next

Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact

Step 2m

Principal Recipient (PR)

Create Contacts

English Français Español

Search... **SEARCH**

POONAM ...

HOME ORGANIZATION INFORMATION

Contact
David Evans

+ Follow

Title

Email Address
devans=unicef.org@example.com

Allow Access to Wambo

Access to GED Portal

Access to SP

DETAILS POSITIONS & ACCESS CHANGE REQUESTS FILES

1. Under **Details** and **Positions and Access** tabs, you can view all the information on the potential duplicate contact

∨ **Contact Details**

Name
Mr David Evans

Email Address
devans=unicef.org@example.com

Phone Number
+12123267695

City

Mobile

2. Click on the arrow to go back to the main page of the change request

Country

Search...

POONAM ...

HOME   ORGANIZATION I...

Organization Information
United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

Update Organization   Create Contact   Update Contact

#Open Change Requests for Banking
1

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DE...

×

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
   a. If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
   b. If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
   c. If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name ∨	Last Name ∨	Email ∨	Acti...
David	Evans	devans=unicef.org@exa...	∨

Previous   **Next**

Contact Salutation ∨	Contact Name
Mr.	Andres Franco
Ms.	Carla Haddad Mar...
Mr.	David Evans
Ms.	D...
Ms.	M...
Mr.	M...
Ms.	Nalinee Nippita
Mr.	Olav Kjorven

(PR Only)

ation

nnippita=unicef.org@example.com

okjorven=unicef.org@example.com

> If the contact is not a duplicate, you can go further with the request by clicking **Next**

Step 2o

Principal Recipient (PR)

Create Contacts

Create Contact

Upload Template for assigning Portal access rights to contacts

⬆ Upload files | Or drop files

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

⬆ Upload files | Or drop files

Upload PR signatory information template

⬆ Upload files | Or drop files

Template:
Submitter Authorization Letter Template

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous | Next

1. Attach the supporting documents if needed

2. Click Next

Search... | SEARCH | MARIE JO...

HOME | ORGANIZATION INFORMATION

Organization Information
National Malaria Program

date Organization | Create Contact | Update Contact

Organization Short Name | Organization Grant Abbreviati | for Contacts | #Open Change Requests for Banking
NMPN | NGA - M | | 0

CTS | BANKI | R Only)

National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Search... SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation   Integration Status   #Open Change Requests for Organization   #Open Change Requests for Contacts   #Open Change Requests for Banking
NMPN   NGA - M   0
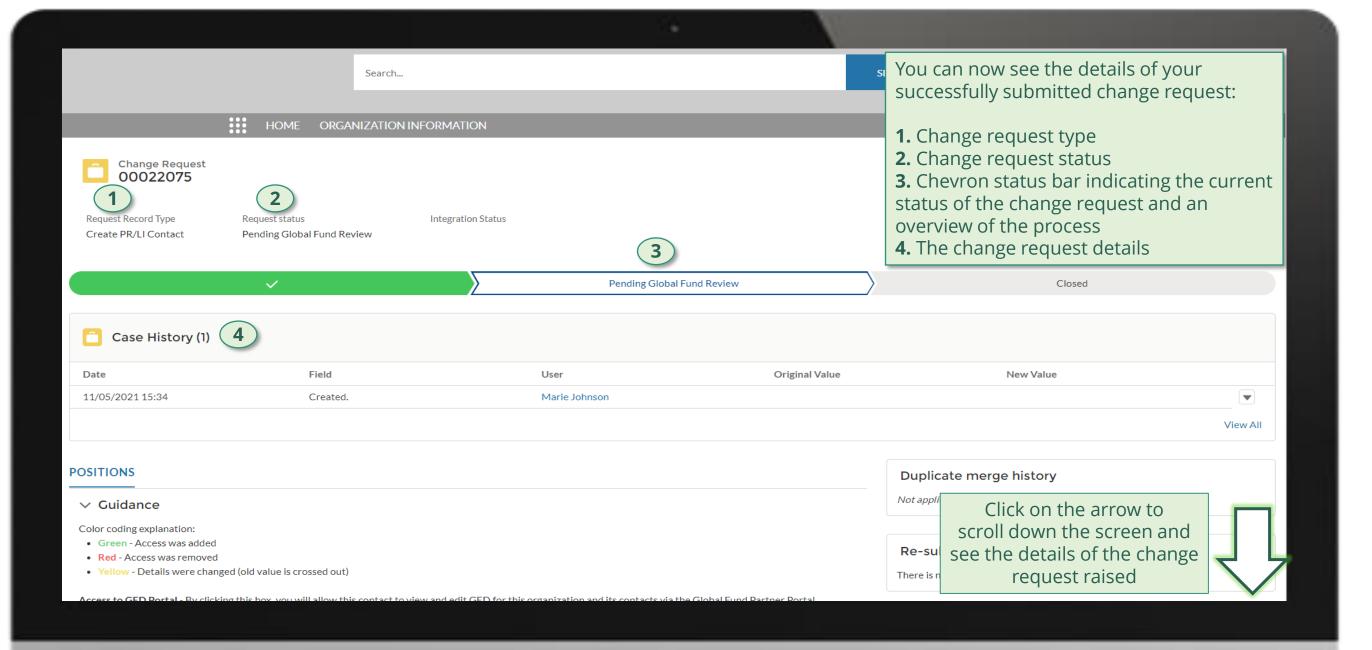
DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE   (PR Only)

Create Contact

Your request was successfully submitted. Click here to open it.

Finish

⌄ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Address Type
Office Address

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Zip/Postal Code ⓘ
16000

The request is submitted. You can see more details by clicking on the blue link

Step 2q

Principal Recipient (PR)

Create Contacts

Change Request
00022075

(1) Request Record Type
Create PR/LI Contact

(2) Request status
Pending Global Fund Review

Integration Status

(3)

✓ | Pending Global Fund Review | Closed

(4) 📁 Case History (1)

Date	Field	User	Original Value	New Value
11/05/2021 15:34	Created.	Marie Johnson		

View All

POSITIONS

Duplicate merge history

Not appli...

⌄ **Guidance**

Color coding explanation:
- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Re-su...
There is n...

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal

HOME   ORGANIZATION INFORMATION

Search...

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click on the arrow to scroll down the screen and see the details of the change request raised

POSITIONS

⌄ Guidance

Color coding explanation:
- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.
Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.
Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

☐ Grant Na... ⌄	Official Job Title ⌄	Signatory for Legally-Binding Documents	Signatory for Disbursement Requests	Organiza
☐ NGA-M-NGA - M	Country Representative		✓	

DETAILS   FILES

⌄ Contact Information

Organization Name
National Malaria Program

Salutation
Mr

First Name
Robert

Last Name
Brown

Email Address
robert.brown@yopmail.com

The new rights are updated according to the color legend

Note!
You can click on the Details tab to see the contact information

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

THE GLOBAL FUND December 2021

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes	**PR | Update Contacts**

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1 — PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2 — PR contact with Access Rights submits change request to *update a contact*, including supporting documents[1].

Click to see detailed steps in the system

Step 3 — Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

76

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

English Français Español

User16195279391381625879

::: Home

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacy-statement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2a

Principal Recipient (PR)
Update Contacts

Home

Welcome!
Use App Launcher to choose what portal you want to open
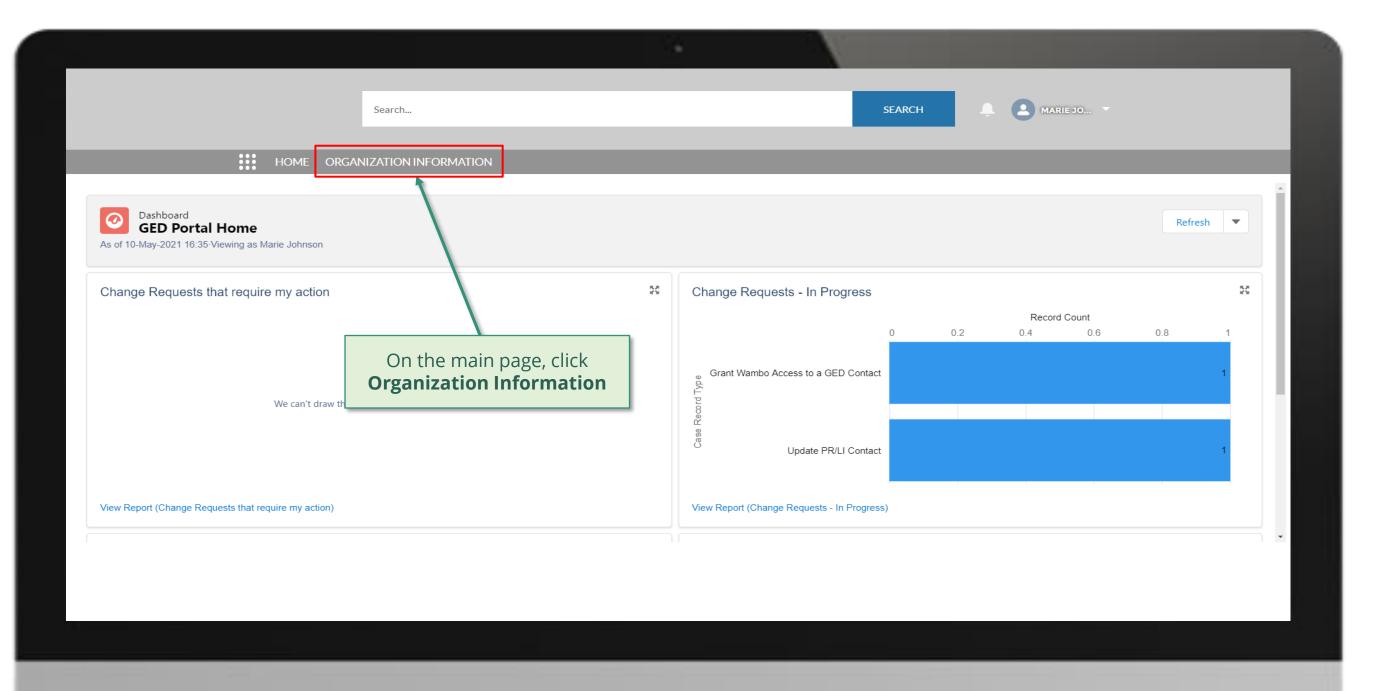
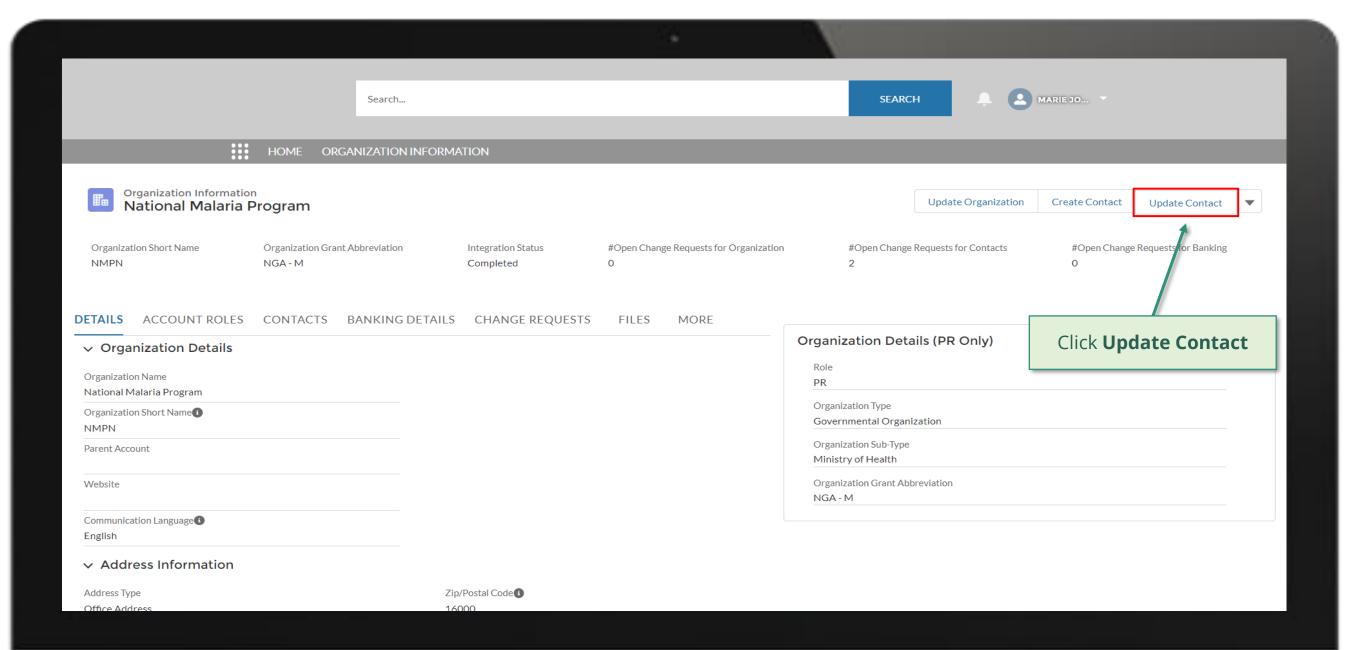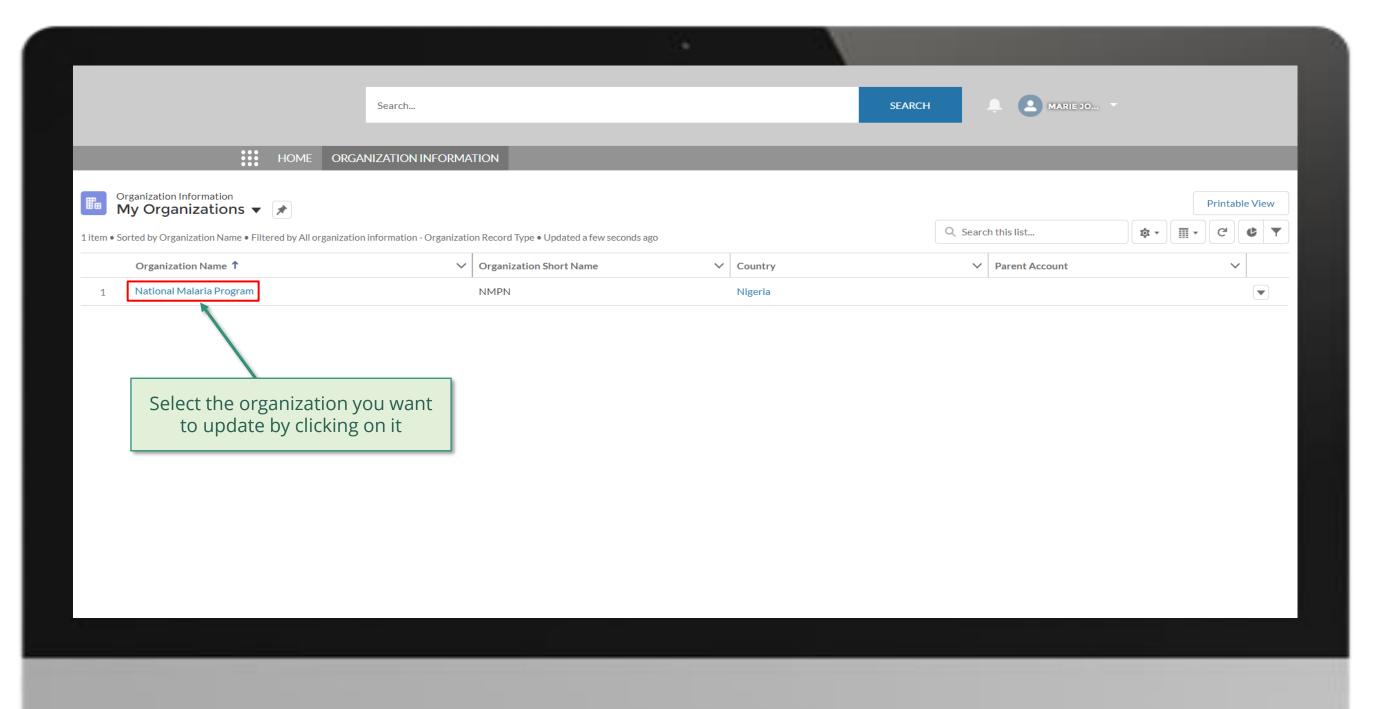Click on the icon at the top left
of the page (App Launcher)

App Launcher

Search apps...

User16195279391381625879

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

SEARCH

Search...

MARIE JO...

HOME   **ORGANIZATION INFORMATION**

Dashboard
GED Portal Home
As of 10-May-2021 16:35·Viewing as Marie Johnson

Refresh

Change Requests that require my action

We can't draw th

View Report (Change Requests that require my action)

On the main page, click **Organization Information**

Change Requests - In Progress

Record Count

| | 0 | 0.2 | 0.4 | 0.6 | 0.8 | 1 |

Grant Wambo Access to a GED Contact — 1

Case Record Type

Update PR/LI Contact — 1

View Report (Change Requests - In Progress)

Search...   SEARCH   🔔   👤 MARIE JO... ▼

⠿   HOME   ORGANIZATION INFORMATION

🏢 Organization Information
My Organizations ▼ 📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

🔍 Search this list...   ⚙▼   ▦▼   C   ◔   ▼

	Organization Name ↑	∨	Organization Short Name	∨	Country	∨	Parent Account	∨	
1	National Malaria Program		NMPN		Nigeria				▼

Select the organization you want
to update by clicking on it

Search...   **SEARCH**

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
NMPN	NGA - M	Completed	0	2	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

⌄ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Click **Update Contact**

Step 2f

Principal Recipient (PR)
Update Contacts

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

✕

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name   Organization Grant Abbreviation
NMPN   NGA - M

Update Contact

First Name ⌄	Last Name ⌄
⚪ Emily	Jones
🔘 George	Edwards
⚪ Hellen	Brown
⚪ Johan	O'Neil
⚪ Marie	Johnson
⚪ Sarah	Thompson

ests for Contacts   #Open Change Requests for Banking
                         0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE   (PR Only)

⌄ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

Select the contact you want to update and click **Next**

Next

⌄ **Address Information**

Address Type   Zip/Postal Code ⓘ
Office Address   16000

SEARCH

MARIE JO...

HOME   ORGANIZATION IN

Update Organization   Create Contact   Update Contact

Organization Information
National Malaria Program

Organization Short Name   Organization Grant Abbreviation   ests for Contacts   #Open Change Requests for Banking
NMPN   NGA - M   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Update Contact

* Salutation

Mr   ▼

First Name:
George

* Last Name

Edwards

* Email Address

george.edwards@yopmail.com

Mobile Phone ⓘ

+123456000

Next

> Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

> Address Information

Address Type   Zip/Postal Code ⓘ
Office Address   16000

Update the information and click Next

Search...   SEARCH

MARIE JO...

HOME   ORGANIZATION I...

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Update Organization   Create Contact   Update Contact

...ests for Contacts

#Open Change Requests for Banking
0

Update Contact

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...

(PR Only)

∨ Organization Details

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Communication Language ⓘ
English

∨ Address Information

Address Type
Office Address

Zip/Postal Code ⓘ
16000

∨ Guidance

Access to Grant Deliverables - *** By clicking this box, you will allow this contact to view or edit Grant Deliverables for this organization and its contacts via the Global Fund Partner Portal.
Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.
Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.
Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

*** Select the row in order to create a position for this contact.

Grant Name ∨	Official Job Title ∨	Signatory for Legally-Binding Documents
○ NGA-M-NGA - M	Officer	

Back   Next

Select the grant you wish to edit

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Organization Short Name   Organization Grant Abbreviation
NMPN

1. Update the relevant information

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Informa

Address Type
Office Address

Zip/Postal Code
16000

*** Enter Details

Grant Name : MWI-C-AA

* Official Job Title

Officer

☐ Signatory for Legally-Binding Documents
☐ Signatory for Disbursement Requests
☑ Organization Representative for Notices
☑ Access to GED Portal
☐ Access to Wambo Portal
☑ Access to Grant Deliverables Portal

* Grant Deliverables Access Type

Please select...   ▼

Submitter

Editor

2. If you selected Access to Grant Deliverables Portal, choose whether the new contact is an editor or submitter.

Note!
For more information on the Editor and Submitter roles, click *here*

Update/Save   Cancel   Back   Next

3. Once you have updated all the necessary information, click Update/Save

Update Contact

Guidance

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

rganization Representative for Notic...	Access to GED Portal	Access to Wambo Portal
✓	✓	

Back   Next

Click **Next**

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Update Organization   Create Contact   Update Contact

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Organization Details

Organization Name
National Malaria Program

Organization Short Name
NMPN

Parent Account

Website

Communication Language
English

Address Information

Address Type
Office Address

Zip/Postal Code
16000

Update Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

* Mobile Phone Number ⓘ

Complete this field.

Previous   **Next**

1. If the contact requires access to the Partner Portal, it is mandatory to enter a mobile number

2. Click **Next**

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abb...
NGA - M

Create Contact   Update Contact

DETAILS   ACCOUNT ROLES   CONTACTS   BA

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

SEARCH

MARIE JO...

Update Contact

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

Upload files Or drop files

Template:
Submitter Authorization Letter Template

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous **Next**

If requesting Submitter rights, attach the signed authorization letter and click **Next**

English Français Español

Search...

POONAM ...

Organization Information
United Nations Children's Fund

HOME   ORGANIZATION I   Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation   ests for Contacts   #Open Change Requests for Banking
UNICEF   UNICEF   1

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE   (PR Only)

☐	Contact Salutation	⌄	Contact Name
☐	Mr.		Andres Franco
☐	Ms.		Carla Haddad Mar
☐	Mr.		David Evans
☐	Ms.		Dominique Hyde
☐	Ms.		
☐	Mr.		
☐	Ms.		
☐	Mr.		

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
    a. If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
    b. If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
    c. If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	⌄	Last Name	⌄	Email	⌄	Acti...
⦿ George		Edwards		george.edwards@yopmail.c		▾

Clear selection

Previous   Next

For Global PRs only, potential duplicate contacts are identified by the system.
Use the Action icon to view the details of the contact and determine whether the contact being created is a duplicate of an existing one.

Click here to skip this step

English Français Español

Search...

POONAM ...

HOME   ORGANIZATION IN

Organization Information
United Nations Children's Fund

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

Update Organization   Create Contact   Update Contact

sts for Contacts   #Open Change Requests for Banking
1

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DE

(PR Only)

Contact Salutation	⌄	Contact Name
Mr.		Andres Franco
Ms.		Carla Haddad Mar
Mr.		David Evans
Ms.		Dominique Hyde
Ms.		Mandeep O'E
Mr.		Myo-Zin Nyu
Ms.		Nalinee Nipp
Mr.		Olav Kjorven

Create Contact

✕

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
   a. If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
   b. If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
   c. If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

First Name	⌄	Last Name	⌄	Email	⌄	Acti...
⦿ George		Edwards		george.edwards		View

Clear selection

Previous   Next

Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact

English Français Español

Search...   SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Contact
George Edwards

+ Follow

Title	Email Address	Allow Access to Wambo	Access to GED Portal	Access to SP
	george.edwards@yopmail.com	☐	☑	☐

DETAILS   POSITIONS & ACCESS   CHANGE REQUESTS   FILES

1. Under Details and Positions and Access tabs, you can view all the information on the potential duplicate contact

⌄ **Contact Details**

Name
Mr George Edwards

Email Address
george.edwards@yopmail.com

Phone Number

City

Mobile
+123456000

2. Click on the arrow to go back to the main page of the change request

Country

English Français Español

Back to the
overview of
the steps
for this
request

Create Contact

Possible Duplicate Contacts

The below list shows potential duplicate contacts with similar information to the one you are trying to create/update. You have two options:

1. Use the Action drop-down to check if the contact you want to create or update already exists. If a duplicate is identified, select the contact and click 'Next'.
   a. If you are **creating a new organization**, the selected contact will be used as Focal Point contact for this organization.
   b. If you are **creating a new contact**, the change request will become an "Update Contact Information" request instead.
   c. If you are **updating an existing contact**, the change request will be transferred under the selected contact.
2. Click 'Next' if none of the contacts listed below is a duplicate of the one you are trying to create/update.

If the contact is not a duplicate, you can go further with the request by clicking **Next**

Previous   Next

Organization Information
United Nations Children's Fund

Update Organization	Create Contact	Update Contact	▾

Organization Short Name
UNICEF

Organization Grant Abbreviation
UNICEF

#Open Change Requests for Banking
1

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

(PR Only)

Contact Salutation	▾	Contact Name
Mr.		Andres Franco
Ms.		
Mr.		
Ms.		
Ms.		
Ms.		Mandeep O'Brien
Mr.		Myo-Zin Nyunt
Ms.		Nalinee Nippita
Mr.		Olav Kjorven

nnippita=unicef.org@example.com

okjorven=unicef.org@example.com

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
NMPN	NGA - M				0

✕

Update Contact

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type
Office Address

Your request was successfully submitted. Click here to open it.

Finish

(PR Only)

Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Zip/Postal Code ⓘ
16000

The request is submitted. You can see more details by clicking on the blue link

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Change Request
00022076

1

Request Record Type
Update PR/LI Contact

2

Request status
Pending Global Fund Review

Integration Status

3

Pending Global Fund Review | Closed

Case History (1) 4

Date	Field	User	Original Value	New Value
11/05/2021 16:44	Created.	Marie Johnson		

View All

POSITIONS

Duplicate merge history

Not ap...

∨ **Guidance**

Color coding explanation:
- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Re-s...

There is no clarification needed from your end at the moment

Click on the arrow to scroll down the screen and see the details of the change request raised

Case History (1)

Date	Field	User	Original Value	New Value	
11/05/2021 16:44	Created.	Marie Johnson			▼

View All

POSITIONS

⌄ Guidance

Color coding explanation:
- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.
Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.
Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

uments	Signatory for Disbursement Requests	Organization Representative for Notices	Access to GED Portal	Access to Wam
		✓	✓	

DETAILS   FILES

⌄ Contact Information

Organization Name
National Malaria Program

The new rights are updated according to the color legend

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

Note!
You can click on the Details tab to see the contact information

---

Click here to go back to the overview page

THE GLOBAL FUND December 2021

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

PR | Deactivate Contacts

Follow the steps below

Select Another External Stakeholder

Select Another PR Change Request

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to *deactivate contacts*.

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in
Global Fund Partner Portal

97

Via e-mail

In the system

English Français Español

User16195279391381625879 ▾

::: Home

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Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2a

Principal Recipient (PR)
Deactivate Contacts

User16195279391381625879

Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)

Step 2b

Principal Recipient (PR)
Deactivate Contacts

App Launcher

Search apps...

User16195279391381625879

> All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

SEARCH

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 10-May-2021 16:35·Viewing as Marie Johnson

Refresh

Change Requests that require my action

We can't draw th...

On the main page, click **Organization Information**

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

Grant Wambo Access to a GED Contact

Update PR/LI Contact

View Report (Change Requests - In Progress)

Search...   SEARCH   MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▾ 📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

🔍 Search this list...   ⚙▾ ☰▾ ↻ ◔ ▽

	Organization Name ↑		Organization Short Name		Country		Parent Account	
1	National Malaria Program		NMPN		Nigeria			▾

Select the organization you want to update by clicking on it

Search...

SEARCH

MARIE JO...

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

Deactivate Contact
Create Banking Details
Update Banking Details
Deactivate Banking Details

Click on the blue arrow and then click **Deactivate Contact**

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Cha
NMPN	NGA - M	Completed	1	4	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type

Zip/Postal Code ⓘ

Organization Details (PR Only)

Role
PR

Organization Type
Governmental Organization

Organization Sub-Type
Ministry of Health

Organization Grant Abbreviation
NGA - M

Organization Information
National Malaria Program

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

Update Organization | Create Contact | Update Contact

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Deactivate Contact

Select the contact to deactivate out of the list below

First Name	∨	Last Name	∨
○ Emily		Jones	
○ George		Edwards	
○ Hellen		Brown	
⦿ Johan		O'Neil	
○ Marie		Johnson	
○ Sarah		Thompson	

Next

Select the contact you want to deactivate and click **Next**

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization   Create Contact   Update Contact

| Organization Short Name | Organization Grant Abbreviation |
| NMPN | NGA - M |

ests for Contacts   #Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Deactivate Contact

Are you sure you want to deactivate contact Johan O'Neil? By proceeding, the contact will lose all authorization and access rights related to this organization and relative details.

In case Johan O'Neil holds signatory rights, is a representative for notices or has access to the Partner Portal, make sure that there is at least one other contact within this organization with these rights. Click Next to continue or close the screen to cancel the request

Previous   **Next**

(PR Only)

ion

Ministry of Health

ization Grant Abbreviation
M

∨ **Organization Details**

Organization Name
National Malaria Program

Organization Short Name ⓘ
NMPN

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type   Zip/Postal Code ⓘ
Office Address   16000

Read the warning message carefully
before confirming the deactivation
and click **Next**

Step 2h

Principal Recipient (PR)
Deactivate Contacts

Search... **SEARCH**

MARIE JO...

HOME ORGANIZATION INFORMATION

Organization Information
National Malaria Program

Update Organization | Create Contact | Update Contact

Organization Short Name
NMPN

Organization Grant Abbreviation
NGA - M

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Deactivate Contact

∨ **Organization Details**

Your request was successfully submitted.

(PR Only)

Organization Name
National Malaria Program

Click here to open it.

Organization Short Name ⓘ
NMPN

Parent Account

Organization Sub-Type
Ministry of Health

Website

Organization Grant Abbreviation
NGA - M

Communication Language ⓘ
English

∨ **Address Information**

Address Type
Office Address

Zip/Postal Code ⓘ
16000

Finish

The request is submitted.
You can see more details by
clicking on the blue link

Change Request
00022089

Request Record Type
Deactivate PR/LI Contact

(2) Request status
Pending Global Fund Review

Integration Status

(3)

✓ | Pending Global Fund Review

(4) 🗂 Case History (1)

Date	Field	User	Original Value	New Value
12/05/2021 15:04	Created.	Marie Johnson		▼

View All

(4)

DETAILS FILES

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

∨ Contact Information

Organization Name
National Malaria Program

Existing Contact
Johan O'Neil

Salutation
Mrs

First Name
Johan

Last Name
O'Neil

Email Address

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

HOME   ORGANIZATION INFORMATION

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Back to the overview of the steps for this request

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below

Select Another
External Stakeholder

Organization information Change Requests

Create New Organization

Update Organization Information

Contact Information Change Requests

Create Contacts

Update Contacts

Deactivate Contacts

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Create New Organization

Follow the steps below

Select Another External Stakeholder

Select Another CCM Change Request

Step 1
CCM emails Organization Information Form** & supporting documents[1] to Access to Funding.

Step 2
Global Fund creates new organization in Partner Portal.

Step 3
Designated CCM focal point with Access Rights receives login details to the Global Fund Partner Portal via email.

Click here to get started

The Global Fund Partner Portal

Step 4
CCM Focal Point contact with Access Rights is able to submit change requests.

Via e-mail

In the system

[1] See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
** Organization Information Form (EN | ES | FR). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Organization Information

Follow the steps below

Select Another External Stakeholder

Select Another CCM Change Request

Step 1
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2
CCM focal point with Access Rights submits change request to *update organization information*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

110

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Search...

SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 17-May-2021 10:56·Viewing as Carlos Smithon

Refresh

On the Home page, click
Organization Information

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

We can't draw this chart because there is no data.

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

0   0.1   0.2   0.3   0.4   0.5   0.6   0.7   0.8   0.9   1

Create CM Organization

1

Change Requests - Rejected

We can't draw this chart because there is no data.

Search...   SEARCH   CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▾

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑		Organization Short Name		Country		Parent Account		
1	Coordinating Mechanism Nigeria		CM Nigeria		Nigeria				▾

Click on the name of the organization you wish to update

SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

Click **Update Organization**

Organization Information
Coordinating Mechanism Nigeria

Update Organization   Create Contact   Update Contact

Organization Short Name   Organization Grant Abbreviation   Integration Status   #Open Change Requests for Organization   #Open Change Requests for Contacts   #Open Change Requests for Banking
CM Nigeria   0   0   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Organization Details (CM Only)

Role   Coordinating Mechanism Type ⓘ
Coordinating Mechanism   Country Coordinating Mechanism
                                                          (CCM)

Representation by age group <18 ⓘ   % Representation by age group <18

Representation by age group 18 - 25 ⓘ   % Representation by age group 18 - 25

Representation by age group 26-40 ⓘ   % Representation by age group 26 - 40

Representation by age group 41-60 ⓘ   % Representation by age group 41 - 60

Representation by age group >60 ⓘ   % Representation by age group >60

Update Organization

General Organization Information

* Organization Name ⓘ

Coordinating Mechanism Nigeria

* Organization Short Name ⓘ

CM Nigeria

Website

* Communication Language

English ▾

Select the preferred communication language with the Global Fund.

Address Information

* Address Line 1

Moh'd Namadi Sambo Way, Abuja, Nigeria

Address Line 2

Address Line 3

Note!
Fields with (*) are mandatory

Change the information you wish to update and click **Next**

Next

Search...   SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization   Create Contact   Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Update Organization

Supporting Documents

⬆ Upload Files   Or drop files

Attach, where applicable, supporting documentation such as Meeting Minutes, legal documents or other communications (Letters/emails) proving the change. The documents support the changes, and they are not mandatory.

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous   **Next**

Attach supporting documents and click **Next**

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE   (CM Only)

View Report - Active Contacts with Roles   View Report - Endors

Coordinating Mechanism Type ⓘ
Country Coordinating Mechanism (CCM)

	Contact Salutation	∨	Contact Name	
☐	Dr.		Alanis Finn	
☐	Miss		Amanda Ragotu	a.ragotu@yopmail.com
☐	Mr.		Carlos Smithon	c.smithon@yopmail.com
☐	Ms.		Fernanda Altugh	f.altugh@yopmail.com
☐	Mr.		Leonardo Clavuls	l.clavus@yopmail.com
☐	Mr.		Nuno Pombo	n.pombo@yopmail.com

Representation by age group <18 ⓘ
% Representation by age group <18
0.00%

Representation by age group 18 - 25 ⓘ
% Representation by age group 18 - 25
0.00%

Representation by age group 26-40 ⓘ
% Representation by age group 26 - 40
0.00%

Representation by age group 41-60 ⓘ
% Representation by age group 41 - 60
0.00%

Representation by age group >60 ⓘ
% Representation by age group >60
0.00%

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization | Create Contact | Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

#Open Change Requests for Contacts   #Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DE

Update Organization

Your request was successfully submitted. Click here to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link.

View Report - Active Contacts with Roles   View Report - Endors

(CM Only)

Contact Salutation	⌄	Contact Name
Dr.		Alanis Finn
Miss		Amanda Ragotu
Mr.		Carlos Smithon
Ms.		Fernanda Altugh
Mr.		Leonardo Clavuls
Mr.		Nuno Pombo

a.ragotu@yopmail.com
c.smithon@yopmail.com
f.altugh@yopmail.com
l.clavus@yopmail.com
n.pombo@yopmail.com

Coordinating Mechanism Type ⓘ
Country Coordinating Mechanism (CCM)

Representation by age group <18 ⓘ
Representation by age group 18 - 25 ⓘ
Representation by age group 26-40 ⓘ
Representation by age group 41-60 ⓘ
Representation by age group >60 ⓘ

% Representation by age group <18
0.00%

% Representation by age group 18 - 25
0.00%

% Representation by age group 26 - 40
0.00%

% Representation by age group 41 - 60
0.00%

% Representation by age group >60
0.00%

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Back to the overview of the steps for this request

Click here to go back to the overview page

Change Request 00022170

1

2

Request Record Type
Update CM Organization

Request status
Pending Global Fund Review

Integration Status

3

✓ | Pending Global Fund Review | Closed

Case History (6+) 4

Date	Field	User	Original Value	New Value
17/05/2021 11:48	Created.	Carlos Smithon		
17/05/2021 11:48	Zip/Postal Code	Carlos Smithon	1234	12345
17/05/2021 11:48	Representation by age group 18 - 25	Carlos Smithon		1
17/05/2021 11:48	Representation by age group <18	Carlos Smithon		1
17/05/2021 11:48	Representation by age group 26-40	Carlos Smithon		1
17/05/2021 11:48	Representation by age group 41-60	Carlos Smithon		1

View All

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Create Contacts

Follow the steps below

Select Another External Stakeholder

Select Another CCM Change Request

Step 1
CCM focal point with Access Rights accesses the Global Fund Partner Portal

Step 2
CCM focal point with Access Rights submits change request to *create contacts*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

Via e-mail
In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Search...   **SEARCH**

CARLOS S...

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 17-May-2021 15:36·Viewing as Carlos Smithon

Refresh

On the Home page, click
Organization Information

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

| | 0 | 0.1 | 0.2 | 0.3 | 0.4 | 0.5 | 0.6 | 0.7 | 0.8 | 0.9 | 1 |

Case Record Type

Update CM Organization   1

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

0   0.5   1   1.5   2   2.5   3   3.5   4   4.5   5

Change Requests - Rejected

Search...   **SEARCH**   CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▾ 📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

🔍 Search this list...   ⚙▾ ⊞▾ ↻ 📊 ▼

	Organization Name ↑		Organization Short Name		Country		Parent Account		
1	Coordinating Mechanism Nigeria		CM Nigeria		Nigeria				▾

Click on the name of the organization to which you wish to add a contact

Step 2b

Country Coordinating Mechanism (CCM)

Create Contacts

Search... **SEARCH**

CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization   Create Contact   Update Contact

Click **Create Contact**

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
CM Nigeria			1	0	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

⌄ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Organization Details (CM Only)

Role
Coordinating Mechanism

Coordinating Mechanism Type ⓘ

Representation by age group <18 ⓘ
1

% Representation by age group <18
25.00%

Representation by age group 18 - 25 ⓘ
1

% Representation by age group 18 - 25
25.00%

Representation by age group 26-40 ⓘ
1

% Representation by age group 26 - 40
25.00%

Representation by age group 41-60 ⓘ
1

% Representation by age group 41 - 60
25.00%

Representation by age group >60 ⓘ
0

% Representation by age group >60
0.00%

Representation by gender - Male ⓘ

% Representation by gender - Male

Create Contact

* Salutation

Please select... ▼

* First Name

Note!
Fields with (*) are mandatory

* Last Name

* Email

Phone Number

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

Mobile Phone Number ⓘ

City

Country

Next

1. Fill in all the information

Note!
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status

2. Click Next

Organization Information
Coordinating Mechanism Nigeria

Organization
CM Nigeria

ation

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

∨ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Search...   CARLOS S...

HOME   ORGANIZATION I

ests for Contacts

0

18 - 25 ⓘ

>60 ⓘ

0

Representation by gender - Male ⓘ

#Open Change Requests for Banking

0

% Representation by age group 18 - 25

25.00%

% Representation by age group 41 - 60

25.00%

% Representation by age group >60

0.00%

% Representation by gender - Male

Create Contact

Position Information

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

* Role

Please select...

Role in the Coordinating Mechanism:

Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating
Mechanism Secretariat

Member: all the elected members with active mandate

Alternate: alternate of current members

Chair: elected Chair with active mandate

Vice-Chair: elected Vice-Chair with active mandate

Non-member: nominated member of a CM committee but not CM member

* Sector Represented

Please select...

Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented

Previous   Next

1. Select the role and the sector
represented

2. Click **Next**

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name   Organization Grant Abbreviation
CM Nigeria

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

∨ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

(CM Only)

Coordinating Mechanism Type ⓘ

<18 ⓘ   % Representation by age group <18
                25.00%

18 - 25 ⓘ   % Representation by age group 18 - 25
                25.00%

26-40 ⓘ   % Representation by age group 26 - 40
                25.00%

41-60 ⓘ   % Representation by age group 41 - 60
                25.00%

0

Representation by gender - M

Create Contact

Position Information

* Entry date into the Coordinating Mechanism (CM) ⓘ

04-May-2021   📅

Disease Component Represented ⓘ

Available   Selected

HIV/AIDS   ▶
Tuberculosis   ◀   ▲
Malaria
Multi-Component   ▼
RSSH

* Government Category

Ministry of Planning and Development   ▼

* Official Job Title ⓘ

Officer

* Recipient Status

PR - Principal Recipient   ▼

Previous   Next

1. Fill in the remaining information

Note that fields with (*) are mandatory

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

Click on the arrow to scroll down the screen to see the remaining fields

Back to the overview of the steps for this request

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name   Organization Grant Abbreviation
CM Nigeria

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAIL

∨ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Address Type

Address Line 1
Moh'd Namadi Sambo Way, Abuja, Nigeria

Address Line 2

#Open Change Requests for Banking
0

(CM Only)

Coordinating Mechanism Type ⓘ

p <18 ⓘ   % Representation by age group <18
                  25.00%

p 18 - 25 ⓘ   % Representation by age group 18 - 25
                  25.00%

p 26-40 ⓘ   % Representation by age group 26 - 40
                  25.00%

p 41-60 ⓘ   % Representation by age group 41 - 60
                  25.00%

p >60

Male

Female ⓘ   % Representation by gender - Female
                  25.00%
1

Representation by gender - Transgender ⓘ   % Representation by gender - Transgender

Abuja

Country

Create Contact

Ministry of Planning and Development

*Official Job Title ⓘ

Officer

*Recipient Status

PR - Principal Recipient

Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).

☐ Signatory for Legally-Binding Documents ⓘ

☐ Member of the Oversight Committee

☑ Member of the Executive Committee

Note: This will be automatically ticked if the selected Role is "Chair", "Vice Chair"

☐ Do not share details publicly

The Global Fund may publish the contact details for designated contact points from relevant Coordinating Mechanisms (such as Chair and Vice-Chair names, Administration Focal Point name and email address) on the Global Fund digital platforms to enable access to critical CM-functions, facilitate communication and ensure transparency. If there are compelling reasons for not having your relevant personal data published on Global Fund digital platforms please tick this box. Please note that even if you tick this box, the Global Fund may disclose your email address to relevant partners and third parties. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency, accountability and the ability to carry out its mission. For further information refer to the Global Fund Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities.

Previous | Next

Note!
Should you not want to share the details publicly, check this box

1. Check the corresponding boxes if the contact is one of the following:

- *Signatory for Legally-Binding Documents*
- *Member of the Oversight Committee*
- *Member of the Executive Committee*

2. Click Next to proceed

SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

✕

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name   Organization Grant Abbreviation
CM Nigeria

Update Organization   Create Contact   Update Contact

Create Contact

Election Meeting Minutes

⬆ Upload Files   Or drop files

sts for Contacts   #Open Change Requests for Banking
                          0

Add the applicable supporting documents and click **Next**

Specimen Signature for authorized signatories

⬆ Upload Files   Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous   **Next**

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Coordinating Mechanism Type ⓘ

⌄ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

o <18 ⓘ   % Representation by age group <18 ⓘ
                 25.00%

18 - 25 ⓘ   % Representation by age group 18 - 25
                 25.00%

Representation by age group 26-40 ⓘ   % Representation by age group 26 - 40
1   25.00%

Representation by age group 41-60 ⓘ   % Representation by age group 41 - 60
1   25.00%

Representation by age group >60 ⓘ   % Representation by age group >60
0   0.00%

Representation by gender - Male ⓘ   % Representation by gender - Male

Search...   SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization | Create Contact | Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

#Open Change Requests for Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...

Create Contact

Select "Continue and add another contact" if you want to create additional Contact.

☐ Continue and add another contact

Check this box if you want to create more contacts. To proceed, click **Next**

Previous | Next

∨ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Representation by age group <18 ⓘ
1

% Representation by age group <18
25.00%

Representation by age group 18 - 25 ⓘ
1

% Representation by age group 18 - 25
25.00%

Representation by age group 26-40 ⓘ
1

% Representation by age group 26 - 40
25.00%

Representation by age group 41-60 ⓘ
1

% Representation by age group 41 - 60
25.00%

Representation by age group >60 ⓘ
0

% Representation by age group >60
0.00%

Representation by gender - Male ⓘ

% Representation by gender - Male

Search...   SEARCH   CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation   ...ests for Contacts   #Open Change Requests for Banking
CM Nigeria   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...   (CM Only)

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

Address Information

Create Contact

Your request was successfully submitted. Click here to open it

Finish

> The request is submitted! Click on the link for more details

Coordinating Mechanism Type ⓘ

...o <18 ⓘ
1

% Representation by age group <18
25.00%

Representation by age group 18 - 25 ⓘ
1

% Representation by age group 18 - 25
25.00%

Representation by age group 26-40 ⓘ
1

% Representation by age group 26 - 40
25.00%

Representation by age group 41-60 ⓘ
1

% Representation by age group 41 - 60
25.00%

Representation by age group >60 ⓘ
0

% Representation by age group >60
0.00%

Representation by gender - Male ⓘ

% Representation by gender - Male

Search...

HOME   ORGANIZATION INFORMATION

Change Request
00022195

(1)

(2)

Request Record Type
Multiple CM Change Requests

Request Status
Pending Global Fund Review

(3)

You can now see the details of your
successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current
status of the change request and an
overview of the process
4. The change request details

| Pending Global Fund Review | Completed |

Key Fields

Justification For Exception

Guidance for Success

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM)
contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund
relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner
Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with
related comments.

Note!
*The **Guidance for Success** highlights the major
elements you need to pay attention to when raising a
change request*

Related Cases (1)

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

	Change Request	Case Record Type	Date/Time Opened ↓	Organization Name	Contact Full Name	Rol
1	00022196	Create CM Contact	17/05/2021 16:32	Coordinating Mechanism Nigeria	Amanda Maranha	Chair

Click on the arrow to
scroll down the screen and
see the details of the change
request raised

Pending Global Fund Review

POSITIONS

∨ Guidance

Color coding explanation:
- **Green** - Access was added
- **Red** - Access was removed
- **Yellow** - Details were changed (old value is crossed out)

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.
Signatory for Legally-Binding Documents - The organization's signatory(ies) for Legally-Binding Documents is the person(s) that is(are) duly authorized to sign, or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.
CM Secretariat Staff role - Position (headcount) within the CM Secretariat. Attach the related Terms of Reference and Contract.
Entry Date into CCM - Indicate the election date as CM member. In case of consecutive mandates, please indicate the date of the first election.
Non-member role - Specify the Coordinating Mechanism Committee this contact supports.
Recipient Status - Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).
Role - Specify the role played in the CM.
Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.
Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

☐ Organization Role ∨	Role ∨	Non member role ∨	CM Secretariat Staff Role ∨	Entry date into the Coordinating Mechanism (CM)
☐	Chair			2021-05-04

DETAILS | **FILES**

Salutation
Dr

First Name

The new rights are updated according to the color legend

Note!
You can click on the Details tab to see the contact information

Duplicate merge history

Not applicable

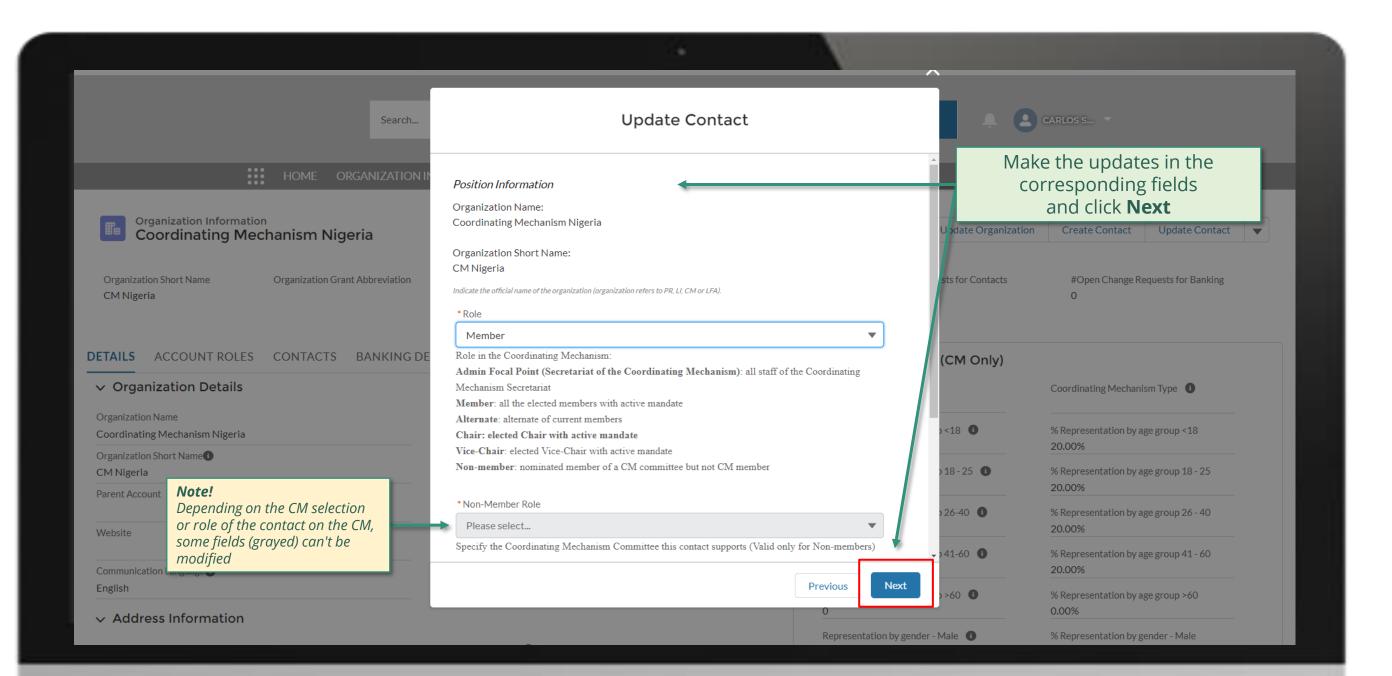## Re-submit case
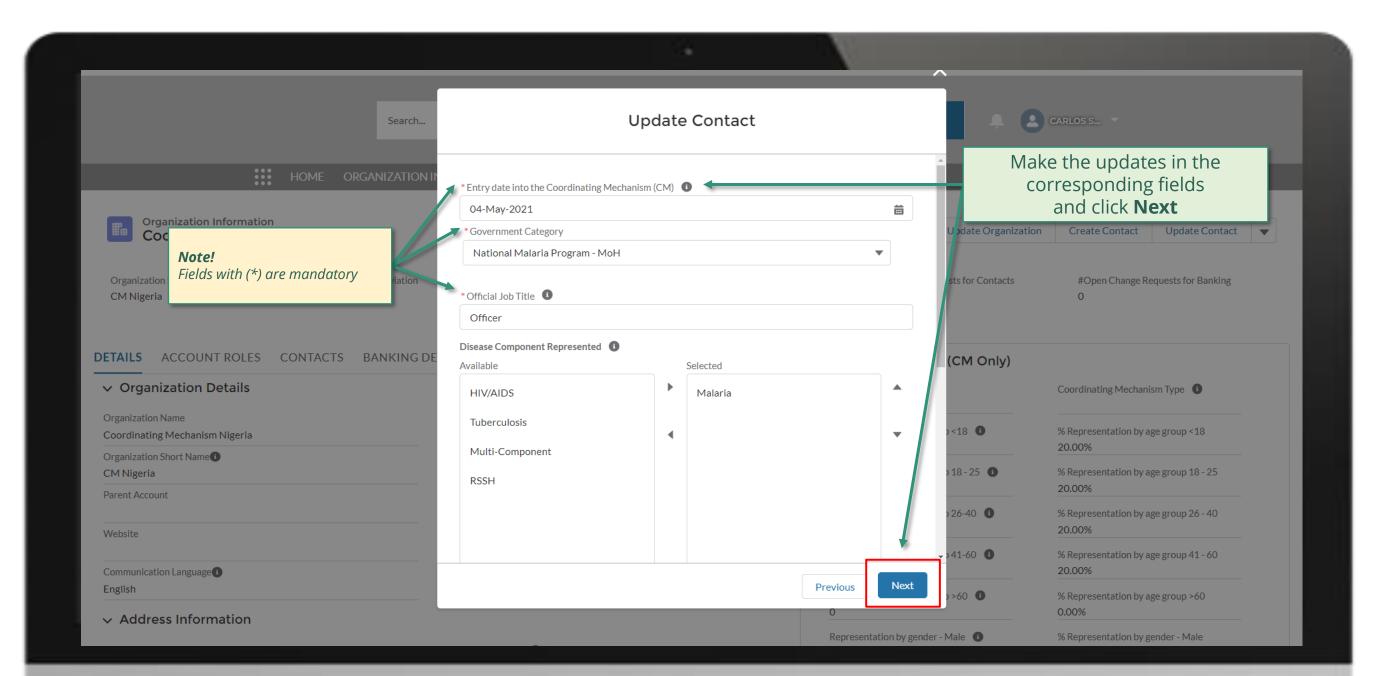
There is no clarification needed from your end at the moment

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Contacts

Follow the steps below

Select Another External Stakeholder

Select Another CCM Change Request

Step 1 CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2 CCM focal point with Access Rights submits change request to *update contacts*, including supporting documents[1].

Click to see detailed steps in the system

Step 3 Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Search...   SEARCH

::: HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 17-May-2021 15:36·Viewing as Carlos Smithon

Refresh

On the Home page, click
Organization Information

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

0   0.1   0.2   0.3   0.4   0.5   0.6   0.7   0.8   0.9   1

Update CM Organization   1

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

0   0.5   1   1.5   2   2.5   3   3.5   4   4.5   5

Change Requests - Rejected

Search... | SEARCH

CARLOS S...

HOME | ORGANIZATION INFORMATION

Organization Information
My Organizations ▾

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑		Organization Short Name		Country		Parent Account	
1	Coordinating Mechanism Nigeria		CM Nigeria		Nigeria			▾

Click on the name of the organization whose contact you wish to update

Search... SEARCH

HOME ORGANIZATION INFORMATION

CARLOS S...

Organization Information
Coordinating Mechanism Nigeria

Update Organization | Create Contact | **Update Contact**

Click **Update Contact**

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Integration Status

#Open Change Requests for Organization
1

#Open Change Requests for Contacts
0

#Open Change Requests for Banking
0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

∨ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Organization Details (CM Only)

Role
Coordinating Mechanism

Coordinating Mechanism Type ⓘ

Representation by age group <18 ⓘ
1

% Representation by age group <18
20.00%

Representation by age group 18 - 25 ⓘ
1

% Representation by age group 18 - 25
20.00%

Representation by age group 26-40 ⓘ
1

% Representation by age group 26 - 40
20.00%

Representation by age group 41-60 ⓘ
1

% Representation by age group 41 - 60
20.00%

Representation by age group >60 ⓘ
0

% Representation by age group >60
0.00%

Representation by gender - Male ⓘ

% Representation by gender - Male

Update Contact

	First Na...	Last Name	Role in t...	Signatory rig...	Access to GE...
☐	Alanis	Finn	Chair	✓	
☐	Amanda	Maranha	Chair	✓	
☐	Amanda	Ragotu	Admin Focal ...		✓
☐	Carlos	Smithon	Admin Focal ...		✓
☐	Fernanda	Altugh	Member		
☐	Leonardo	Clavuls	Vice Chair		
☐	Nuno	Pombo	Member		

Next

Select the contact you wish to update and click **Next**

Note!
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name   Organization Grant Abbreviation
CM Nigeria

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

⌄ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Representation by age group 41-60 ⓘ
1

Representation by age group >60 ⓘ
0

Representation by gender - Male ⓘ

% Representation by age group <18
20.00%

% Representation by age group 18 - 25
20.00%

% Representation by age group 26 - 40
20.00%

% Representation by age group 41 - 60
20.00%

% Representation by age group >60
0.00%

% Representation by gender - Male

Update Contact

Displaying Contact 1 of 1

* Salutation

Mr

* First Name

Nuno

* Last Name

Pombo

* Email

n.pombo@yopmail.com

Phone Number

Mobile Phone Number ⓘ

City

Next

Note!
Fields with (*) are mandatory

Make the updates in the corresponding fields
and click **Next**

Organization Information
Coordinating Mechanism Nigeria

Organization
CM Nigeria

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

⌄ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Update Organization   Create Contact   Update Contact

sts for Contacts   #Open Change Requests for Banking
0

(CM Only)

Coordinating Mechanism Type ⓘ

<18 ⓘ   % Representation by age group <18
               20.00%

18 - 25 ⓘ   % Representation by age group 18 - 25
               20.00%

26-40 ⓘ   % Representation by age group 26 - 40
               20.00%

41-60 ⓘ   % Representation by age group 41 - 60
               20.00%

>60 ⓘ   % Representation by age group >60
0   0.00%

Representation by gender - Male ⓘ   % Representation by gender - Male

Update Contact

Make the updates in the corresponding fields and click **Next**

Position Information

Organization Name:
Coordinating Mechanism Nigeria

Organization Short Name:
CM Nigeria

Indicate the official name of the organization (organization refers to PR, LI, CM or LFA).

* Role

Member

Role in the Coordinating Mechanism:
Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat
Member: all the elected members with active mandate
Alternate: alternate of current members
Chair: elected Chair with active mandate
Vice-Chair: elected Vice-Chair with active mandate
Non-member: nominated member of a CM committee but not CM member

* Non-Member Role

Please select...

Specify the Coordinating Mechanism Committee this contact supports (Valid only for Non-members)

Note!
Depending on the CM selection or role of the contact on the CM, some fields (grayed) can't be modified

Previous   Next

Update Contact

Make the updates in the corresponding fields and click **Next**

Note!
Fields with (*) are mandatory

* Entry date into the Coordinating Mechanism (CM) ⓘ

04-May-2021 📅

* Government Category ⓘ

National Malaria Program - MoH ▼

* Official Job Title ⓘ

Officer

Disease Component Represented ⓘ

Available		Selected
HIV/AIDS	▶	Malaria ▲
Tuberculosis		
Multi-Component	◀	▼
RSSH		

Previous   **Next**

Organization Information
Coo...

Organization Information
📇 Coo...

Organization
CM Nigeria

...iation

...sts for Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...

(CM Only)

Coordinating Mechanism Type ⓘ

∨ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

...<18 ⓘ

...18 - 25 ⓘ

...26-40 ⓘ

...41-60 ⓘ

...>60 ⓘ

Representation by gender - Male ⓘ

% Representation by age group <18
20.00%

% Representation by age group 18 - 25
20.00%

% Representation by age group 26 - 40
20.00%

% Representation by age group 41 - 60
20.00%

% Representation by age group >60
0.00%

% Representation by gender - Male

Search...   SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization   Create Contact   Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

#Open Change Requests for Contacts

#Open Change Requests for Banking
0

✕

Update Contact

Your request was successfully submitted. Click here to open it

Finish

The request is submitted! Click on the link for more details

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE...   (CM Only)

∨ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Coordinating Mechanism Type ⓘ

...p <18 ⓘ
1

% Representation by age group <18
20.00%

Representation by age group 18 - 25 ⓘ
1

% Representation by age group 18 - 25
20.00%

Representation by age group 26-40 ⓘ
1

% Representation by age group 26 - 40
20.00%

Representation by age group 41-60 ⓘ
1

% Representation by age group 41 - 60
20.00%

Representation by age group >60 ⓘ
0

% Representation by age group >60
0.00%

Representation by gender - Male ⓘ

% Representation by gender - Male

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click here to go back to the overview page

Search...

HOME   ORGANIZATION INFORMATION

Change Request
00022206

Request Record Type
Multiple CM Change Requests

Request Status
Pending Global Fund Review

Pending Global Fund Review   Completed

Justification For Exception

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Note!
*The **Guidance for Success** highlights the major elements you need to pay attention to when raising a change request*

Related Cases (1)

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

Review

	Change Request	Case Record Type	Date/Time Opened ↓	Organization Name	Contact Full Name	Role	Request status	
1	00022207	Update CM Contact	17/05/2021 18:34	Coordinating Mechanism Nigeria	Nuno Pombo	Member	Pending Global Fund Review	

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Deactivate Contacts

Follow the steps below

Select Another External Stakeholder

Select Another CCM Change Request

Step 1
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2
CCM focal point with Access Rights submits change request to *deactivate contacts.*

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

Via e-mail

In the system

Search...   **SEARCH**

CARLOS S...

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 21-May-2021 10:51·Viewing as Carlos Smithon

Refresh

On the Home page, click
Organization Information

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

Record Count

0   0.1   0.2   0.3   0.4   0.5   0.6   0.7   0.8   0.9   1

Update CM Organization   1

Case Record Type

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

0   1   2   3   4   5   6

Change Requests - Rejected

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▼ 📌

Printable View

1 item • Sorted by Organization Name • Filtered by All organization information - Organization Record Type • Updated a few seconds ago

Search this list...

	Organization Name ↑	Organizati...	Organi...	Address Line 1	Country	Parent ...	Role	Organi...	Organi...	Organization ...	
1	Coordinating Mechanism Nigeria	CM Nigeria		Moh'd Namadi Sambo Way, Abuja, Nigeria	Nigeria		Coordinating Mechanism			AIM_External	▼

Click on the name of the organization from which you wish to deactivate a contact

Step 2b

Country Coordinating Mechanism (CCM)

Deactivate Contacts

Click on the blue arrow and then click Deactivate Contact

Search...   **SEARCH**

⠿   HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization | Create Contact | Update Contact | ▼

Deactivate Contact

Create Banking Details

Update Banking Details

Deactivate Banking Details

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Cha
CM Nigeria			1	0	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

javascript:void(0);

Organization Details (CM Only)

Role
Coordinating Mechanism

Representation by age group <18   ⓘ
1

Representation by age group 18 - 25   ⓘ
1

Representation by age group 26-40   ⓘ
1

Representation by age group 41-60   ⓘ
1

Representation by age group >60   ⓘ
0

Representation by gender - Male   ⓘ

Coordinating Mechanism Type   ⓘ

% Representation by age group <18
20.00%

% Representation by age group 18 - 25
20.00%

% Representation by age group 26 - 40
20.00%

% Representation by age group 41 - 60
20.00%

% Representation by age group >60
0.00%

% Representation by gender - Male

Deactivate Contact

Select the contact(s) to deactivate out of the list below:

	First Na...	Last Name	Role in t...	Signatory rig...	Access to GE...
☐	Alanis	Finn	Chair	✓	
☐	Amanda	Maranha	Chair	✓	
☐	Amanda	Ragotu	Admin Focal ...		✓
☐	Carlos	Smithon	Admin Focal ...		✓
☐	Fernanda	Altugh	Member		
☐	Leonardo	Clavuls	Vice Chair		
☑	Nuno	Pombo	Member		

Organization Information
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

Update Organization   Create Contact   Update Contact

ests for Contacts   #Open Change Requests for Banking
0   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

⌄ Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Next

Select the contact(s) you want to deactivate and click **Next**

Note!
*Multiple contacts can be deactivated within the same change request.
When a contact is deactivated, the information does not appear under the CM. However, if the person returns to the CCM in the future, the system can recall the related information.*

(CM Only)

Coordinating Mechanism Type ⓘ

o <18 ⓘ   % Representation by age group <18
20.00%

o 18 - 25 ⓘ   % Representation by age group 18 - 25
20.00%

o 26-40 ⓘ   % Representation by age group 26 - 40
20.00%

o 41-60 ⓘ   % Representation by age group 41 - 60
1   20.00%

Representation by age group >60 ⓘ   % Representation by age group >60
0   0.00%

Representation by gender - Male ⓘ   % Representation by gender - Male

SEARCH

CARLOS S...

HOME   ORGANIZATION INFORMATION

Organization Information
Coordinating Mechanism Nigeria

Update Organization   Create Contact   Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

ests for Contacts

#Open Change Requests for Banking
0

Deactivate Contact

Are you sure you want to deactivate the selected contacts? You will deactivate all the related details, and will remove any access or signatory rights. Click Next to continue or close this screen to cancel the request.

First Name	⌄	Last Name	⌄
Nuno		Pombo	

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

(CM Only)

⌄ **Organization Details**

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name ⓘ
CM Nigeria

Parent Account

Coordinating Mechanism Type ⓘ

o <18 ⓘ
% Representation by age group <18
20.00%

o 18 - 25 ⓘ
% Representation by age group 18 - 25
20.00%

Read the warning message carefully before confirming the deactivation and click **Next**

Next

Website

Representation by age group 26-40 ⓘ
1
% Representation by age group 26 - 40
20.00%

Communication Language ⓘ
English

Representation by age group 41-60 ⓘ
1
% Representation by age group 41 - 60
20.00%

⌄ **Address Information**

Representation by age group >60 ⓘ
0
% Representation by age group >60
0.00%

Representation by gender - Male ⓘ
% Representation by gender - Male

Step 2e

Country Coordinating Mechanism (CCM)

Deactivate Contacts

Organization Information
Coordinating Mechanism Nigeria

Update Organization | Create Contact | Update Contact

Organization Short Name
CM Nigeria

Organization Grant Abbreviation

#Open Change Requests for Contacts | #Open Change Requests for Banking
0

HOME   ORGANIZATION INFORMATION

Deactivate Contact

Your request was successfully submitted.

Click here to open it.

Finish

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DE

Organization Details

Organization Name
Coordinating Mechanism Nigeria

Organization Short Name
CM Nigeria

Parent Account

Website

Communication Language
English

Address Information

(CM Only)

Coordinating Mechanism Type

Representation by age group <18 | % Representation by age group <18
20.00%

Representation by age group 18 - 25 | % Representation by age group 18 - 25
1 | 20.00%

Representation by age group 26-40 | % Representation by age group 26 - 40
1 | 20.00%

Representation by age group 41-60 | % Representation by age group 41 - 60
1 | 20.00%

Representation by age group >60 | % Representation by age group >60
0 | 0.00%

Representation by gender - Male | % Representation by gender - Male

The request is submitted. You can see more details by clicking on the blue link

Search...

HOME   ORGANIZATION INFORMATION

Change Request
00022410

(1)

Request Record Type
Multiple CM Change Requests

(2)

Request Status
Pending Global Fund Review

(3)

| Pending Global Fund Review | Completed |

Key Fields

Justification For Exception

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Back to the overview of the steps for this request

Click here to go back to the overview page

Guidance for Success

To be validated, this change request must reflect the most up-to-date information on the selected Coordinating Mechanism (CM) contact. The fields must be filled in a consistent way, respecting people roles and functions within the CM. After the Global Fund relevant teams complete the review of all the requested changes, the validated information will be reflected on the Partner Portal. The requester will receive a notification detailing which requests were approved, and which one were rejected, with related comments.

Note!
*The **Guidance for Success** highlights the major elements you need to pay attention to when raising a change request*

📋 **Related Cases (1)**   **4**

1 item • Sorted by Date/Time Opened • Updated a few seconds ago

Review

	Change Request	Case Record Type	Date/Time Opened ↓	Organization Name	Contact Full Name	Role	Request status	
1	00022411	Deactivate CM Contact	21/05/2021 10:54	Coordinating Mechanism Nigeria	Nuno Pombo	Member	Pending Global Fund Review	

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below

Select Another
External Stakeholder

Organization information Change Requests

Create New Organization

Update Organization Information

Contact Information Change Requests

Create Contacts

Update Contacts

Deactivate

- Deactivate Contact

- Deactivate Position

THE GLOBAL FUND December 2021

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Create New Organization
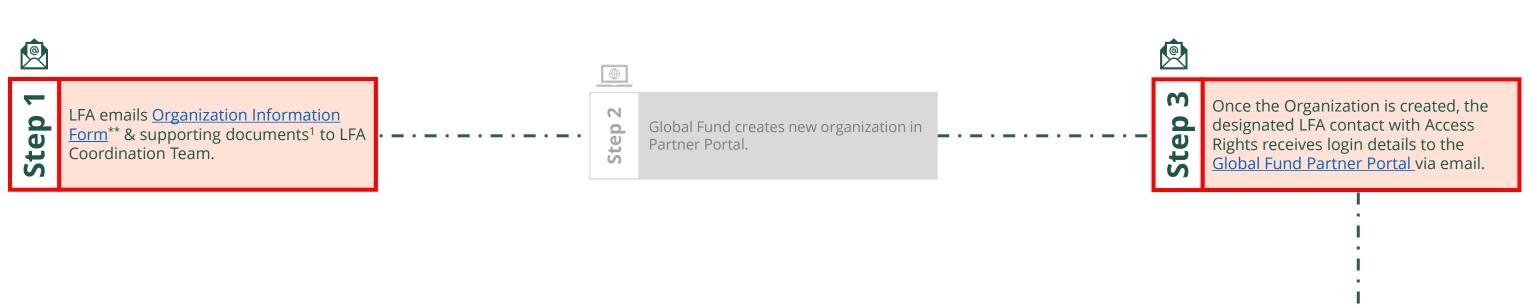
Follow the steps below

Select Another External Stakeholder

Select Another LFA Change Request

Step 1
LFA emails Organization Information Form** & supporting documents[1] to LFA Coordination Team.

Step 2
Global Fund creates new organization in Partner Portal.

Step 3
Once the Organization is created, the designated LFA contact with Access Rights receives login details to the Global Fund Partner Portal via email.

Click here to get started

The Global Fund Partner Portal

Step 4
LFA Focal Point contact with Access Rights is able to submit change requests.

150

Via e-mail

In the system

[1] See Operational Policy Manual (OPM) Annex 3 on required supporting documents
** Organization Information Form (EN | ES | FR). Please note! Spanish and French versions are courtesy translations only. Please complete and submit the English version of this template.

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Update Organization Information

Follow the steps below

Select Another External Stakeholder

Select Another LFA Change Request

Step 1
LFA contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
LFA contact with Access Rights submits change request to *update organization information*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

salesforce

Enter your login details and click **Log in** to proceed

janedoe7@yopmail.c

••••••••••

Log in

Forgot your password?

Are you an employee? Login here

English Français Español

🔔 👤 User16215185301118922695 ▼

⣿ Home

Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

🔔 👤 User16215185301118922695 ▾

⊞ Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)

App Launcher

Search apps...

⌄ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...

SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 20-May-2021 15:51·Viewing as Jane Doe

Refresh

Change Requests that require my action

On the main page, click
Organization Information

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

We can't draw this chart because there is no data.

View Report (Change Requests - In Progress)

Change Requests - Validated

Change Requests - Rejected

Search...

SEARCH

JANE DOE ▼

::: HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▼   📌

Printable View

1 item • Sorted by Organization Name • Filtered by A...   • Updated a few seconds ago

🔍 Search this list...   ⚙▼ ▦▼ C ◔ ▼

	Organization Name ↑ ∨	Organi...	ss Line 1 ∨	Country ∨	Parent Account ∨	Organization Type ∨	Organization Su... ∨	Organization record ty... ∨	
1	LFA Org Test	LOT	Address Line 1	Switzerland				AIM_External	▼

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Select the organization you want to update by clicking on it

Search...   SEARCH   🔔   👤 JANE DOE ▼

⠿ HOME   ORGANIZATION INFORMATION

🏢 Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact | ▼

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	0	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

> ∨ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

> ∨ Address Information

Click **Update Organization**

Update Organization

Section - Organization Details

* Organization Name ⓘ

LFA Org Test

Parent Organization

* Communication Language

English

Select the preferred communication language with the Global Fund.

Section - Primary Address Information

Address Line 1

Postal Address Line 1

Address Line 2

Address Line 3

Next

1. Edit the information that needs to be updated

2. Scroll down to see all information and modify as applicable

English Français Español

Search...

JANE DOE ▾

HOME   ORGANIZATION IN

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

or Contacts

#Open Change Requests for Banking
0

DETAIL   DETA

∨ Or

Organization Name
LFA Org Test

Organization Short Nameⓘ
LOT

Parent Account

Website

Communication Languageⓘ
English

∨ Address Information

English Français Español

Update Organization

Search...   🔔   👤 JANE DOE ▾

::: HOME   ORGANIZATION IN

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact   ▾

Organization Short Name   Organization Grant Abbreviation   or Contacts   #Open Change Requests for Banking
LOT   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

⌄ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Address Type   Zip/Postal Code ⓘ
                                              ZIP Code

Address Line 1

New Postal Address Line 1

Address Line 2

Address Line 3

Address Line 4

Zip/Postal Code ⓘ

New ZIP Code

City

New City

* Country

📷 Switzerland

General Email Address

Include general email addresses only, not individual.

Next

> Once all the changes are done, click **Next**

English Français Español

Search...   SEARCH

JANE DOE ▼

☰ HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact | ▼

Organization Short Name   Organization Grant Abbreviation   or Contacts   #Open Change Requests for Banking
LOT   0

✕

Update Organization

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

⌄ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Address Type   Zip/Postal Code ⓘ

Please attach any supporting documents

⬆ Upload Files   Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Previous   **Next**

Attach the supporting documents and click **Next**

English Français Español

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Organization Short Name   Organization Grant Abbreviation   or Contacts   #Open Change Requests for Banking
LOT   0

Update Organization   Create Contact   Update Contact

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

∨ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type   Zip/Postal Code ⓘ

×

Update Organization

Your request was succesfully submitted. Click here to open it.

Finish

The request is submitted.
You can see more details by
clicking on the blue link

Search...

SEARCH

JANE DOE ▾

HOME   ORGANIZATION INFORMATION

Change Request
00022631

①

Request Record Type
Update LFA Organization Information

②

Request status
Pending Global Fund Review

Integration Status

③

✓   Pending Global Fund Review

📋 Case History (2)

Date	Field	User	Original Value	
28/05/2021 18:46	Created.	Jane Doe		
28/05/2021 18:46	Address Line 1	Jane Doe	Updating New Postal Address Line 1	Postal Address Line 1

View All

④

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page

DETAILS   FILES

˅ Organization Information

Organization Name ⓘ
LFA Org Test

Parent Organization Name

Duplicate merge history

Not applicable

Re-submit case

+ Follow

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Create Contacts

Follow the steps below

Select Another
External Stakeholder

Select Another LFA
Change Request

Step 1
LFA contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
LFA contact with Access Rights submits change request to *create contacts*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates/rejects the changes.

Updated GED reflected in
Global Fund Partner Portal

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

salesforce

janedoe7@yopmail.c

••••••••••

Log in

Forgot your password?

Are you an employee? Login here

Enter your login details and click **Log in** to proceed

🔔 👤 User1621518530118922695 ▼

⠿ Home

Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2b

Local Fund Agent (LFA)
Create Contacts

English Français Español

🔔 👤 User16215185301118922695 ▾

⠿ Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)

App Launcher

Search apps...

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

English Français Español

On the main page, click **Organization Information**

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▼

1 item • Sorted by Organization Name • Filtered by A...   ...nds ago

Printable View

Search this list...

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

	Organization Name ↑ ⌄	Organization Sh... ⌄	Organization Gr... ⌄	Address Line 1 ⌄	Country ⌄	Parent Account ⌄	Organization Type ⌄	Organization Su... ⌄	Organization record ty... ⌄	
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External	▼

Select the organization you want to update by clicking on it

Search...

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	0	0

Click **Create Contact**

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

⌄ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

⌄ Address Information

Step 2g

Local Fund Agent (LFA)
Create Contacts

English Français Español

Search...

JANE DOE

Note!
Fields with (*) are mandatory

Organization Information
LFA Org Test

ZATION IN

Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation
LOT

or Contacts   #Open Change Requests for Banking

Create Contact

* Salutation

Mr

* Last Name

Smith

* First Name

Robert

Contact's Organization
LFA Org Test

* Email Address

robert@example.com

Phone Number

Mobile Phone Number ⓘ

* Comments

Requesting approval of Robert Smith as Finance Professional on xx portfolio

Enter the contact details
and click **Next**

Next

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

˅ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

˅ Address Information

Address Type   Zip/Postal Code ⓘ
                                New ZIP Code

Step 2h

Local Fund Agent (LFA)
Create Contacts

Search...

JANE DOE

HOME   ORGANIZATION I...

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact

Organization Short Name   Organization Grant Abbreviation   r Contacts   #Open Change Requests for Banking
LOT   0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI...

∨ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

∨ Address Information

Address Type   Zip/Postal Code ⓘ
                                 New ZIP Code

✕

Create Contact

∨ **Guidance**

Access to GED Portal - By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.

Access to Work PET - Checking this box will allow this contact to view and respond to LFA PETs for the corresponding LFA and Country.

Access to Work Plans - Checking this box will allow this contact to view and edit LFA Work Plans for the corresponding LFA and Country.

Dates Active - Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date - Use this field to indicate the probation end date agreed with the CT, if any. This field is informational and the position will not be automatically deactivated at the end date.

LFA Role - Choose the appropriate type of LFA Expert. If choosing "Other Professional" please also add details in the description field.

Proposed Rate - Enter daily rate (USD) you are proposing for this expert.

Location - Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

* Organization Role/Account Role

Please select...   ⇕

* LFA Role ⓘ

Previous   Next

Read the Guidance information carefully before scrolling down

Note!
Fields with (*) are mandatory

Create Contact

> Guidance

Note!
*Please ensure **the Proposed Rate** and **Dates Active** fields are completed for new and existing Experts*

* Organization Role/Account Role

a LOT,Latvia

* LFA Role ⓘ

b Finance Professional

Proposed Rate ⓘ

c 100

Location

d In-Country

Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support Fly-In - Expert is not based in the country they are being proposed to support.

Dates Active

e Current and future years

Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date ⓘ

1. Complete the **Guidance** fields by entering information or selecting from the drop-down menu, as relevant:
a. Organization Role/Account Role
b. LFA Role
c. Proposed daily rate
d. Location
e. Dates Active

2. Scroll down to view and complete remaining fields

Previous   Next

English Français Español

Organization Information
LFA Org Test

Website

Communication Language ⓘ
English

∨ Address Information

Address Type

Zip/Postal Code ⓘ

#Open Change Requests for Banking
0

Back to the overview of the steps for this request

Create Contact

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact

Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support. Fly-In - Expert is not based in the country they are being proposed to support.

Dates Active
Current and future years

Current year only: Active only for this calendar year. Next year and future years: Active starting next calendar year.

Probation End Date ⓘ

Official Job Title ⓘ

☐ Organization Representative for Notices
☐ Signatory for Disbursement Requests
☑ Access to Work Plans
☐ Access to PET
☐ Access to GED Portal
☐ Access to Wambo Portal
☑ Access to Grant Deliverables Portal

* Grant Deliverables Access Type

Please select...

Submitter

Editor

Update/Save   Cancel

#Open Change Requests for Banking
0

1. Complete the fields by entering information or selecting from the drop-down menu, as relevant (continued):
f. Official Job Title

2. Select the appropriate signatory, notice and access rights

3. If you selected **Access to Grant Deliverables Portal**, select whether the new contact is an editor or submitter.

4. Once you have added all the information, click **Update/Save**

Note!
For more information on the Editor and Submitter roles, click _here_

Image-only slide.

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

#Open Change Requests for Banking
0

Create Contact

As this contact requires access to the Partner Portal a mobile number will be required to send a verification message for logging in.

* Mobile Phone Number
+41000000000

Previous | Next

1. Depending on the rights selected, you may need to enter a mobile phone number

2. Once you have added the information, click **Next**

Parent Account

Website

Communication Language
English

Address Information

Address Type

Zip/Postal Code

English Français Español

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation   r Contacts   #Open Change Requests for Banking

Create Contact

1. Check the box to add another portfolio*1 and repeat previous steps

*1 Should there be another portfolio covered by the same organization

To create an additional role for this contact or to add this contact to another country/portfolio, tick the box and click "Next".

☐ Add another role or country

2. Click **Next** to proceed

Next

BANKING DETAIL

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type   Zip/Postal Code ⓘ
New ZIP Code

Step 2m

Local Fund Agent (LFA)
Create Contacts

English Français Español

Back to the
overview of
the steps
for this
request

Create Contact

Please add the following documents, that are mandatory for new contacts and when adding new roles/countries to existing contact.

1. Attach the required supporting documents

CV

⬆ Upload files   Or drop files

Declaration of Absence of Conflict of Interest

⬆ Upload files   Or drop files

Expert Approval Checklist

⬆ Upload files   Or drop files

2. Attach the Submitter Authorization Letter Template

Please add the Submitter Authorization Letter Template here

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

⬆ Upload files   Or drop files

3. Attach Signatory Template as relevant

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests

Signatory Template

⬆ Upload files   Or drop files

4. Attach additional supporting documents as needed

Other (multiple attachments possible, please select all relevant files together during upload)

⬆ Upload files   Or drop files

5. Scroll down to refer to templates and additional tools and guidance via the links provided

Previous   Next

Organization Short Name
LOT

Organization Name

Website

Address Type

Create Contact   Update Contact

JANE DOE

English Français Español

Search...

JANE DOE

HOME   ORGANIZATION I

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

or Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

Create Contact

⬆ Upload Files   Or drop files

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests

Signatory Template

⬆ Upload Files   Or drop files

Other (multiple attachments possible)

⬆ Upload Files   Or drop files

Templates:

CV Template
DACI Template
Checklist Template
Signatory Template

All resources for Local Fund Agents can be found on the LFA Guidelines & Tools page here.
https://www.theglobalfund.org/en/lfa/guidelines-tools/

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Next

ⴸ Organization Details

Organi
LFA O

Organi
LOT

Parent

Website

Communication Language ⓘ
English

ⴸ Address Information

Address Type

Zip/Postal Code ⓘ

1. Refer to templates and additional tools and guidance via the links provided

2. Once you have added all the information, click Next to submit the request

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

#Open Change Requests for Banking
0

✕

Create Contact

Your request was successfully submitted. Click here to open it.

Finish

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

⌄ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

⌄ **Address Information**

Address Type

Zip/Postal Code ⓘ

The request is submitted.
You can see more details by
clicking on the blue link

Back to the overview of the steps for this request

Step 2p

Local Fund Agent (LFA)
Create Contacts

Search...   SEARCH   🔔   👤 JANE DOE ▾

⠿ HOME   ORGANIZATION INFORMATION

🟨 **Change Request**
   00022633

                                                          + Follow

Request Record Type   Request Status
Parent LFA Change Request   Pending Global Fund Review

⌄ [Pending Global Fund Review]   Completed

Key Fields

Contact's Organization
LFA Org Test

> Click on the change request number to view

🟨 **Related Cases (1)**   ⚙▾ ↻ Review

1 item • Sorted by Created Date • Updated a few seconds ago

	Change Request ⌄	Request status ⌄	LFA Role ⌄	Deactivate Position ⌄	Owner ⌄	
1	☐ 00022634	Pending Global Fund Review	Finance Professional	☐	CR_Owner	▾

                                                                    View All

Search... **SEARCH**

HOME   ORGANIZATION INFORMATION

Change Request
00022634

(1)   **(2)**

Request Record Type   Request status   Integration Status
Create LFA Contact   Pending Global Fund Review

(3)

✓   Pending Global Fund Review

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

📋 Case History (1)

Date	Field	User	Original Value
28/05/2021 18:52	Created.	Jane Doe	

5. Scroll for more details

View All

POSITIONS

> Guidance

	Account Role ∨	LFA Role ∨	Proposed Rate ∨	Location ∨	Dates Active ∨	Probation End Date ∨	Organization Representative for Noti
(4)	LOT,Latvia	Finance Professional	100	In-Country	Current and future years		

Duplicate merge history
Not applicable

Re-submit case
There is no clarification needed from your end at the moment

DETAILS   FILES

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 18:52	Created.	Jane Doe		

View All

POSITIONS

> Guidance

uests	Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position
	✓				

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS   FILES

Note!
You can access details of the newly created request by clicking on the tabs and scrolling down the page

∨ **Contact Information**

Salutation
Mr

First Name
Robert

Last Name
Smith

Organization Name ⓘ
LFA Org Test

Email Address
robert@example.com

Phone Number

Mobile Phone Number
+41000000000

Comments
Requesting approval of Robert Smith as Finance Professional on xx portfolio

∨ **System Information (Technical Details)**

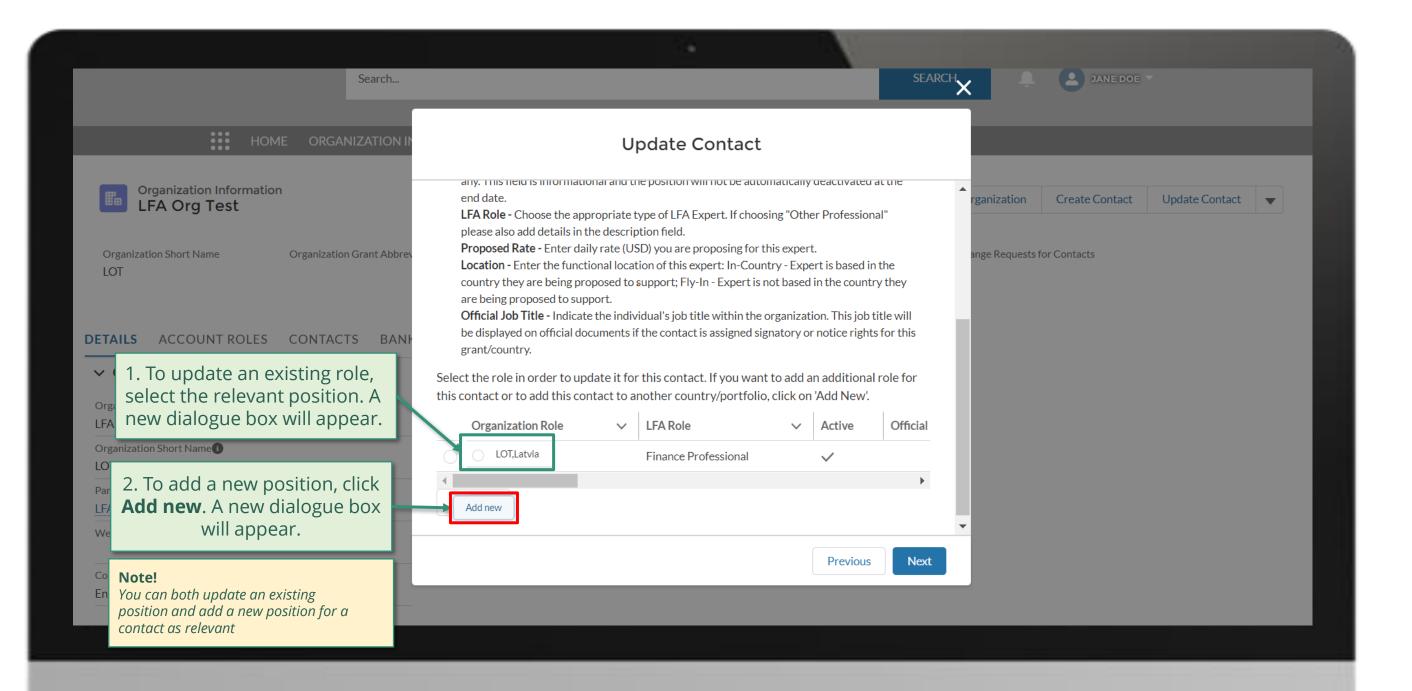Contact Name

Request Status
Pending LFA Coordination Team Review

Back to the overview of the steps for this request

Click here to go back to the overview page

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Update Contacts

Follow the steps below

Select Another External Stakeholder

Select Another LFA Change Request

Step 1
LFA contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
LFA contact with Access Rights submits change request to *update contacts*, including supporting documents[1].

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates/rejects the changes.

Updated GED reflected in Global Fund Partner Portal

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Enter your login details and click **Log in** to proceed

salesforce

janedoe7@yopmail.c

Log in

Forgot your password?

Are you an employee? Login here

English Français Español

🔔 👤 User1621518530118922695 ▼

Home

Welcome!

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

2. Should you agree, click **OK** to proceed

Step 2b

Local Fund Agent (LFA)

Update Contacts

🔔 👤 User16215185301118922695 ▼

::: Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)

App Launcher

Search apps...

∨ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 20-May-2021 15:51·Viewing as Jane Doe

Refresh

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

We can't draw this chart because there is no data.

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

Change Requests - Rejected

On the main page, click
Organization Information

Search... **SEARCH**

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▼

Printable View

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

1 item • Sorted by Organization Name • Filtered by All organi...

🔍 Search this list...

	Organization Name ↑ ⌄	Organization Sh... ⌄	Organization Gr... ⌄	Address Line 1 ⌄	Country ⌄	Parent Account ⌄	Organization Type ⌄	Organization Su... ⌄	Organization record ty... ⌄	
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External	▼

Select the organization you want to update by clicking on it

Search...   **SEARCH**   JANE DOE

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Click **Update Contact**

Update Organization   Create Contact   Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	0	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Search...   SEARCH

JANE DOE

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbreviation
LOT

Update Contact

First Name ⌄	Last Name ⌄
○ David	Gesel
◉ Doe	Joseph
○ Elizabeth	Thompson
○ Jane	Doe
○ John	Hennings
○ William	Taylor

or Contacts   #Open Change Requests for Banking
                     0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAIL

⌄ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

Select the contact you wish to update and click **Next**

Next

Communication Language ⓘ
English

⌄ **Address Information**

Address Type   Zip/Postal Code ⓘ

Back to the overview of the steps for this request

Update Contact

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

1. Update the necessary information on the contact as needed

Organization Details

Organization Name
LFA Org Test

Organization Short Name
LOT

Parent Account
LFA Test Org Parent

Website

2. Provide a rationale for the request in the comments box.

Address Type

* Salutation
Dr

* Last Name
Joseph

* First Name
Doe

Contact for Organization:
LFA Org Test

* Email Address
josephdoe@yopmail.com

Phone Number
+559876352

Mobile Phone Number
+458796314

* Comments
Requesting the addition of a portfolio

Zip/Postal Code

3. Click Next

Next

Update Contact

any. This field is informational and the position will not be automatically deactivated at the end date.

LFA Role - Choose the appropriate type of LFA Expert. If choosing "Other Professional" please also add details in the description field.

Proposed Rate - Enter daily rate (USD) you are proposing for this expert.

Location - Enter the functional location of this expert: In-Country - Expert is based in the country they are being proposed to support; Fly-In - Expert is not based in the country they are being proposed to support.

Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

	Organization Role ∨	LFA Role ∨	Active	Official
○	LOT,Latvia	Finance Professional	✓	

Add new

Organization Information
LFA Org Test

Organization Short Name
LOT

DETAILS   ACCOUNT ROLES   CONTACTS   BANK

1. To update an existing role, select the relevant position. A new dialogue box will appear.

2. To add a new position, click Add new. A new dialogue box will appear.

Note!
You can both update an existing position and add a new position for a contact as relevant

Create Contact   Update Contact

Previous   Next

JANE DOE

Edit Role Details

☑ Active?

* Account Role

(a) LOT,Luxembourg ▼

* LFA Role

(b) Finance Professional ▼

Proposed Rate

(c) 100

Location

(d) Fly-In ▼

Dates Active

(e) Current and future years ▼

Probation End Date

📅

Official Job Title

(f) [ ]

☐ Organization Rep for Notices
☐ Access to PET
☐ Access to GED Portal

[Update/Save] [Cancel]

1. Complete the following fields* by entering information or selecting from the drop-down menu, as relevant:
a. Organization Role/Account Role
b. LFA Role
c. Proposed daily rate
d. Location
e. Dates Active
f. Official Job Title

(*) If updating an existing position, some of these fields will not be editable

Note!
*Please ensure **the Proposed Rate** and **Dates Active** fields are completed for new and existing Experts*

2. Scroll down to display all the possible access and rights menu

> Guidance

Select the role in orde...
contact or to ad...

Add new

Organization R...

LOT,Latvia

Previous | Next

Back to the overview of the steps for this request

Edit Role Details

Current and future years

Probation End Date

Official Job Title

☐ Organization Representative for Notices
☐ Signatory for Disbursement Requests
☐ Access to Work Plans
☐ Access to PET
☐ Access to GED Portal
☐ Access to Wambo Portal
☑ Access to Grant Deliverables Portal

* Grant Deliverables Access Type

Please select... ▼

Submitter

Editor

1. Select the appropriate Signatory, Notice and Access rights as relevant:

If you selected **Access to Grant Deliverables Portal**, choose whether the new contact is an editor or submitter.

Note!
For more information on the Editor and Submitter roles, click here

Update/Save   Cancel

2. Once you have added all the information, click Update/Save

SEARCH   🔔   👤 JANE DOE ▼

HOME   ORGANIZATION INFORMATION   PULSE

Update Organization   Create Contact   Update Contact ▼

Organization Information
LFA Org Test

Organization Short
LOT

DETAILS   ACC

⌄ Organizatio

Organization Name
LFA Org Test

Organization Short N
LOT

Parent Account

Website

Communication Language ⓘ
English

sts for Contacts   #Open Change Requests for Banking
0

Latvia

Step 2I

Local Fund Agent (LFA)
Update Contacts

Update Contact

> **Guidance**

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role ∨	LFA Role ∨	Active	Official Job
○ LOT,Luxembourg	Finance Professional	✓	
○ LOT,Latvia	Team Leader	✓	

Add new

Once all new positions are added and/or existing positions are modified as relevant, click **Next**

Previous   Next

SEARCH

JANE DOE

**Organization Information
LFA Org Test**

Organization Short Name
LOT

Organization Grant Abbrev

ange Requests for Contacts

DETAILS   ACCOUNT ROLES   CONTACTS   BAN

∨ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

HOME   ORGANIZATION I

rganization   Create Contact   Update Contac

Step 2m

Local Fund Agent (LFA)

Update Contacts

Update Contact

Please add the following documents, that are mandatory for new contacts and when adding new roles/countries to existing contact.

CV

⬆ Upload files   Or drop files

Declaration of Absence of Conflict of Interest

⬆ Upload files   Or drop files

Expert Approval Checklist

⬆ Upload files   Or drop files

Please add the Submitter Authorization Letter Template here

Attach signed Authorization Letter for assigning Submitter access for Grant Deliverables

⬆ Upload files   Or drop files

Please add the Signatory Template here, if the contact is a Signatory for Disbursement Requests

Signatory Template

⬆ Upload files   Or drop files

Other (multiple attachments possible, please select all relevant files together during upload)

⬆ Upload files   Or drop files

Previous   **Next**

JANE DOE ▼

Create Contact   Update Contact   ▼

#Open Change Requests for Banking
0

Organization Short Name
LOT

Organization Name

Website

Address Type

1. Attach the required supporting documents

① 1

2. Attach the Submitter Authorization Letter Template

② 2

3. Attach Signatory Template as relevant

③ 3

4. Attach additional supporting documents as needed

④ 4

5. Click Next to proceed to the next slide

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAIL

Update Contact

Your request was successfully submitted. Click here to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link

Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

Communication Language ⓘ
English

Address Information

Address Type

Zip/Postal Code ⓘ

Search...   SEARCH

JANE DOE ▼

HOME   ORGANIZATION INFORMATION

Change Request
00022636

+ Follow

Request Record Type
Parent LFA Change Request

Request Status
Pending Global Fund Review

| Pending Global Fund Review | Completed |

Key Fields

Contact's Organization
LFA Org Test

Click on the change request number to view

📋 **Related Cases (1)**

1 item • Sorted by Created Date • Updated a few seconds ago

Review

		Change Request	▼	Request status	▼	LFA Role	▼	Deactivate Position	▼	Owner	▼	
1	☐	00022637		Pending Global Fund Review		Finance Professional		☐		CR_Owner		▼

View All

Change Request
00022637

1 Request Record Type
Update LFA Contact

2 Request status
Pending Global Fund Review

Integration Status

3

✓   Pending Global Fund Review

📋 Case History (1)

Date	Field	User	Original Value
28/05/2021 19:08	Created.	Jane Doe	

View All

POSITIONS

> Guidance

	Account Role ∨	LFA Role ∨	Proposed Rate ∨	Location ∨	Dates Active ∨	Probation End Date ∨	Organization Representative for Noti
4	LOT,Luxembourg	Finance Professional	100	Fly-In	Current and future years		

DETAILS   **FILES**

∨ Contact Information

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

5. Scroll for more details

Click here to go back to the overview page

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:08	Created.	Jane Doe		

View All

POSITIONS

> Guidance

uests	Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position
	✓				

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

DETAILS   FILES

Note!
You can access details of the newly created request, including the files uploaded, by clicking on the tabs and scrolling down the page

∨ Contact Information

Salutation
Dr

First Name
Doe

Last Name
Joseph

Contact's Organization
LFA Org Test

Email Ad...
josephdoe@yopmail.com

Phone Number
+559876352

Mobile Phone Number
+458796314

Comments
Requesting the addition of a portfolio

> System Information (Technical Details)

THE GLOBAL FUND December 2021

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Deactivate Contacts

Follow the steps below

Select Another External Stakeholder

Select Another LFA Change Request

Note!
Deactivating a contact will permanently deactivate a contact and all associated positions. To deactivate a single position, please follow the Deactivate Position process.

Step 1
LFA contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
LFA contact with Access Rights submits change request to *deactivate contacts*.

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

203

✉ Via e-mail
🖥 In the system

salesforce

👤 janedoe7@yopmail.c

🔒 •••••••••••

Log in

Forgot your password?

Are you an employee? Login here

Enter your login details
and click **Log in** to proceed

English Français Español

User16215185301118922695 ▼

⊞ Home

Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

Ok

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

2. Should you agree, click **OK** to proceed

Step 2b

Local Fund Agent (LFA)
Deactivate Contacts

English Français Español

User16215185301118922695 ▼

⬛ Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)

App Launcher

English Français Español

Search apps...

⌄ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 20-May-2021 15:51·Viewing as Jane Doe

Refresh

Change Requests that require my action

On the main page, click
Organization Information

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

We can't draw this chart because there is no data.

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

Change Requests - Rejected

Search...   SEARCH

Tip!
You can also find your organization by
typing its name on the search box and
clicking **Search**

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▼

Printable View

1 item • Sorted by Organization Name • Filtered by All organiza...

Tip!
By clicking on the arrow, you can navigate
different list views.
My Organizations shows you all the
organizations you have access to view.

🔍 Search this list...

	Organization Name ↑ ∨	Organization Sh... ∨	Organization Gr... ∨	Address Line 1 ∨	Country ∨	Parent Account ∨	Organization Type ∨	Organization Su... ∨	Organization record ty... ∨	
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External	▼

Select the organization that you
want to update by clicking on it

English Français Español

Search...

SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact   ▼

Deactivate Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Request
LOT			0	2	0

Create Banking Details

Update Banking Details

Deactivate Banking Details

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

˅ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

˅ **Address Information**

Step 2g

Local Fund Agent (LFA)
Deactivate Contacts

English Français Español

Search...   SEARCH   JANE DOE ▾

HOME   ORGANIZATION IN

Deactivate Contact

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact   ▾

Organization Short Name   Organization Grant Abbreviation   or Contacts   #Open Change Requests for Banking
LOT   0

Select the contact to deactivate out of the list below

First Name ⌄	Last Name ⌄
○ David	Gesel
○ Doe	Joseph
○ Elizabeth	Thompson
○ Jane	Doe
⦿ John	Hennings
○ William	Taylor

Select the contact you wish to deactivate. Then, click **Next**

Next

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

⌄ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

Communication Language ⓘ
English

⌄ **Address Information**

Address Type   Zip/Postal Code ⓘ

English Français Español

Search...

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization   Create Contact   Update Contact

Organization Short Name   Organization Grant Abbreviation
LOT

r Contacts   #Open Change Requests for Banking
                    0

✕

Deactivate Contact

Are you sure you want to deactivate contact John Hennings? By proceeding, the contact will lose all authorization and access rights related to this organization and relative details.

In case John Hennings holds signatory rights, is a representative for notices, or has access to the Partner Portal, make sure that there is at least one other contact within this organization with these rights. Click Next to continue or Close this window to cancel the request.

Next

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

∨ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type   Zip/Postal Code ⓘ

Click **Next** to submit the request

English Français Español

Search...

SEARCH

JANE DOE

HOME   ORGANIZATION INFORMATION

✕

Organization Information
LFA Org Test

...rganization | Create Contact | Update Contact

Organization Short Name   Organization Grant Abbre...   ...ange Requests for Contacts
LOT

Deactivate Contact

Your request was successfully submitted.

Click here to open it.

Finish

DETAILS   ACCOUNT ROLES   CONTACTS   BAN...

⌄ Organization Details

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account
LFA Test Org Parent

Website

The request is submitted.
You can see more details by
clicking on the blue link

Change Request
00022638

(1)

(2)

+ Follow

Request Record Type
Deactivate LFA Contact

Request status
Pending Global Fund Review

Integration Status

(3)

| ✓ | Pending Global Fund Review | Closed |

📁 **Case History (1)**

Date	Field	User	Original Value	New Value
28/05/2021 19:12	Created.	Jane Doe		▼

(4) **DETAILS**   FILES

⌄ **Contact Record Information**

Existing Contact
John Hennings

Salutation
Mr

First Name
John

Phone Number

Email Address
john@example.com

Contact's Organization
LFA Org Test

Last Name
Hennings

Mobile Phone Number

⬆ (icon)

Click here to go back to the overview page

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Local Fund Agent (LFA)
Deactivate Contacts

THE GLOBAL FUND   December 2021

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

LFA | Deactivate Position

Follow the steps below

Select Another External Stakeholder

Select Another LFA Change Request

Step 1
LFA contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
LFA contact with Access Rights submits change request to *deactivate Position*.

Click to see detailed steps in the system

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

✉ Via e-mail
🖥 In the system

salesforce

janedoe7@yopmail.c

••••••••••

Log in

Enter your login details and click **Log in** to proceed

Forgot your password?

Are you an employee? Login here

English Français Español

User16215185301118922695 ▼

Home

Welcome!

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

Ok

2. Should you agree, click **OK** to proceed

Step 2b

Local Fund Agent (LFA)
Deactivate Position

English Français Español

User16215185301118922695

Home

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left
of the page (App Launcher)

English Français Español

App Launcher

Search apps...

⌄ All Apps

Grant Entity Data

Landing Page

Click **Grant Entity Data**

Search...   **SEARCH**   JANE DOE

HOME   ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 20-May-2021 15:51·Viewing as Jane Doe

Refresh

Change Requests that require my action

On the main page, click
Organization Information

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

Change Requests - In Progress

We can't draw this chart because there is no data.

View Report (Change Requests - In Progress)

Change Requests - Validated

Record Count

Change Requests - Rejected

Tip!
You can also find your organization by typing its name on the search box and clicking **Search**

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
My Organizations ▼

Tip!
By clicking on the arrow, you can navigate different list views.
My Organizations shows you all the organizations you have access to view.

Printable View

1 item • Sorted by Organization Name • Filtered by All o...   ...s ago

Search this list...

	Organization Name ↑ ⌄	Organization Sh... ⌄	Organization Gr... ⌄	Address Line 1 ⌄	Country ⌄	Parent Account ⌄	Organization Type ⌄	Organization Su... ⌄	Organization record ty... ⌄	
1	LFA Org Test	LOT		Postal Address Line 1	Switzerland				AIM_External	▼

Select the organization that you want to update by clicking on it

English Français Español

Search...   SEARCH

HOME   ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Click **Update Contact**

Update Organization   Create Contact   **Update Contact** ▼

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
LOT			0	3	0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAILS   CHANGE REQUESTS   FILES   MORE

∨ **Organization Details**

Organization Name
LFA Org Test

Organization Short Name ⓘ
LOT

Parent Account

Website

Communication Language ⓘ
English

∨ **Address Information**

Address Type   Zip/Postal Code ⓘ
                                      New ZIP Code

English Français Español

Search... **SEARCH**

JANE DOE

HOME ORGANIZATION I

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

or Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DETA

☐	Contact Salutation ⌄	Contact Name
☐	Ms.	Alex Jones
☐	Ms.	hie
☐	Mr.	
☐	Dr.	
☐	Ms.	n elizabeth@example.com
☐	Ms.	Jane Doe janedoe7@yopmail.com
☐	Mr.	John Hennings john@example.com
☐	Mr.	Robert Smith robert@example.com
☐		William william

Update Contact

✕

First Name ⌄	Last Name ⌄
⦿ David	Gesel
○ Doe	Joseph
○ Elizabeth	Thompson
○ Jane	Doe
○ John	Hennings
○ William	Taylor

Select the contact you wish to deactivate and click Next

Next

Step 2h

Local Fund Agent (LFA)
Deactivate Position

Back to the overview of the steps for this request

Update Contact

Salutation
Mr

Last Name
Gesel

First Name
David

Contact for Organization:
LFA Org Test

Email Address
david@example.com

Phone Number

Mobile Phone Number ⓘ
+44555555555

Comments
requesting deactivation of one portfolio

Provide mandatory comments and click **Next**

Next

Organization Information
LFA Org Test

Organization Short Name
LOT

Organization Grant Abbreviation

Update Organization   Create Contact   Update Contact

or Contacts

#Open Change Requests for Banking
0

DETAILS   ACCOUNT ROLES   CONTACTS   BANKING DETAI

	Contact Salutation	∨	Contact Name
☐	Ms.		Alex Jones
☐	Ms.		Chimamanda Adichie
☐	Mr.		David Gesel
☐	Dr.		Doe Joseph
☐	Ms.		Elizabeth Thompson
☐	Ms.		Jane Doe
☐	Mr.		John Hennings
☐	Mr.		Robert Smith

robert@example.com

English Français Español

Search... **SEARCH** JANE DOE

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

for Banking

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

> Guidance

Select the role in orde
contact or to add this

Organization Ro

LOT,Latvia

LOT,Luxembour

Add new

Edit Role Details

☐ Active?
* Account Role
LOT,Luxembourg ▾

* LFA Role
Finance Professional ▾

Proposed Rate
100

Location
Fly-In ▾

Dates Active
Current and future years ▾

Probation End Date
📅

Official Job Title

☐ Organization Rep for Notices
☐ Signatory for Disbursement Requests
☐ Access to Work Plans
☐ Access to PET
☐ Access to Grant Entity Data
☐ Access to Wambo Portal

Update/Save Cancel

ditional role for this
w.

ctive Official Job

Previous Next

1. Select the position you wish to deactivate. A new window appears

2. Uncheck the *Active?* box and click **Update/Save**

Mr. ones
Ms. Chimamanda Adichie
Mr. David Gesel
Dr. Doe Joseph
Ms. Elizabeth Thompson eli
Ms. Jane Doe ja
Mr. John Hennings jo
Mr. Robert Smith robert@example.com
Mr. William Taylor william@example.com

Back to the overview of the steps for this request

Step 2k

Local Fund Agent (LFA)
Deactivate Position

English Français Español

Search...   SEARCH   JANE DOE ▾

⋮⋮⋮ HOME   ORGANIZATION INFORMATION   ✕

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact | ▾

Organization Short Name   Organization Grant Abbreviation   or Contacts   #Open Change Requests for Banking
LOT   0

DETAILS   ACCOUNT ROLES   **CONTACTS**   BANKING DETAI

Update Contact

> Guidance

Select the role in order to update it for this contact. If you want to add an additional role for this contact or to add this contact to another country/portfolio, click on 'Add New'.

Organization Role ∨	LFA Role ∨	Active	Official Jol
◯ LOT,Latvia	Programmatic/M&E Expert	✓	
⦿ LOT,Luxembourg	Finance Professional		

◄ ▬▬▬▬▬▬▬ ►

Add new

Previous   **Next**

Other updates can also be done for this contact. Repeat the procedure by selecting the relevant position and updating the information in the pop-up window as applicable.

Once this is completed, click **Next** to submit the request

ontact Name   elizabeth@example.com
ex Jones
himamanda Adichie
avid Gesel
oe Joseph
lizabeth Thompson   elizabeth@example.com
ne Doe   janedoe7@yopmail.com
ohn Hennings   john@example.com
obert Smith   robert@example.com

English Français Español

Search... | SEARCH

JANE DOE

HOME ORGANIZATION INFORMATION

Organization Information
LFA Org Test

Update Organization | Create Contact | Update Contact

Organization Short Name
LOT

Organization Grant Abbreviation

or Contacts | #Open Change Requests for Banking
0

Update Contact

Your request was successfully submitted. Click here to open it.

Finish

The request is submitted. You can see more details by clicking on the blue link

DETAILS | ACCOUNT ROLES | **CONTACTS** | BANKING DETAIL

	Contact Salutation	∨	Contact Name
	Ms.		Alex Jones
	Ms.		Chimamanda Adichie
	Mr.		David Gesel
	Dr.		Doe Joseph
	Ms.		Elizabeth Thompson	elizabeth@example.com
	Ms.		Jane Doe	janedoe7@yopmail.com
	Mr.		John Hennings	john@example.com
	Mr.		Robert Smith	robert@example.com

Search... **SEARCH**

JANE DOE ▼

HOME   ORGANIZATION INFORMATION

Change Request
00022636

+ Follow

Request Record Type
Parent LFA Change Request

Request Status
Pending Global Fund Review

| Pending Global Fund Review | Completed |

Key Fields

Contact's Organization
LFA Org Test

Click on the change request number to view

Related Cases (1)

⚙ ▾ ↻ Review

1 item • Sorted by Created Date • Updated a few seconds ago

	Change Request	∨	Request status	∨	LFA Role	∨	Deactivate Position	∨	Owner	∨	
1	00022637		Pending Global Fund Review		Finance Professional		☐		CR_Owner		▼

View All

Change Request
00022640

1   **2**

Request Record Type   Request status   Integration Status
Update LFA Contact   Pending Global Fund Review

3

✓   Pending Global Fund Review

📁 **Case History (1)**

Date	Field	User	Original Value
28/05/2021 19:20	Created.	Jane Doe	

POSITIONS

> Guidance

	Account Role ∨	LFA Role ∨	Proposed Rate ∨	Location ∨	Dates Active ∨	Probation End Date ∨	Organization Representative for Noti
4	LOT,Luxembourg	Finance Professional	100	Fly-In	Current and future years		

DETAILS   FILES

∨ Contact Information

You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

5. Scroll to view more details

Duplicate merge history

Not applicable

Re-submit case

There is no clarification needed from your end at the moment

Case History (1)

Date	Field	User	Original Value	New Value
28/05/2021 19:20	Created.	Jane Doe		

View All

POSITIONS

> Guidance

uests	Access to Work Plans	Access to PET	Access to Grant Entity Data	Access to Wambo	Deactivate Position
					✓

Duplicate merge history
Not applicable

Re-submit case
There is no clarification needed from your end at the moment

DETAILS FILES

> Contact Information

Salutation
Mr

Email Address
david@example.com

First Name
David

Phone Number

Last Name
Gesel

Mobile Phone Number
+44555555555

Contact's Organization
LFA Org Test

Comments
requesting deactivation of one portfolio

> System Information (Technical Details)

Click here to go back to the overview page

The deactivated field is highlighted

Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below

Select Another
External Stakeholder

Organization information Change Requests

Create New Organization

Update Organization Information

Link Existing Third Party with PR

Banking Information Change Requests

Create/Update Banking Information

THE GLOBAL FUND December 2021

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Create New Organization

Follow the steps below

Step 1
Third Party emails required information to Country Team, including supporting documents[1].

Step 2
Global Fund reviews and creates new organization in Global Fund systems.

Updated GED reflected in
Global Fund Partner Portal

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

Third Party | Update Organization Information

Follow the steps below

Select Another
External Stakeholder

Select Another Third
Party Change Request

Step 1
Third Party emails required information to Country Team, including supporting documents[1].

Step 2
Global Fund reviews and validates the changes.

Updated GED reflected in
Global Fund Partner Portal

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Third Party | Link Existing Third Party With PR

Follow the steps below

Select Another
External Stakeholder

Select Another Third
Party Change Request

Step 1
Third Party emails required information to Country Team, including supporting documents[1].

Step 2
Global Fund reviews and creates the link between Third Party and PR in Global Fund systems.

Updated GED reflected in
Global Fund Partner Portal

234

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes
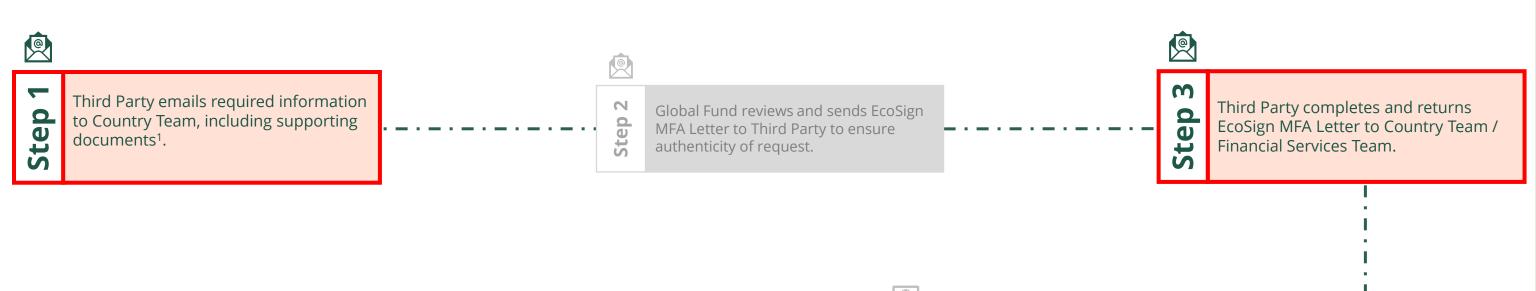
Third Party | Banking Information: Create / Update

Follow the steps below

Select Another External Stakeholder

Select Another Third Party Change Request

Step 1 Third Party emails required information to Country Team, including supporting documents[1].

Step 2 Global Fund reviews and sends EcoSign MFA Letter to Third Party to ensure authenticity of request.

Step 3 Third Party completes and returns EcoSign MFA Letter to Country Team / Financial Services Team.

Updated GED reflected in Global Fund Partner Portal

Step 4 Global Fund reviews and creates Third Party banking information in Global Fund systems.

235

Via e-mail

In the system

[1] 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents